



2024 Clifton Park Primary School

SCHOOL INFORMATION BOOKLET



small **school = big** impact



Our School

MORAL PURPOSE

To provide a high-quality education to ensure all students achieve their potential.

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.

The school staff, students, parents and community of Clifton Park are working cooperatively towards the physical, emotional, creative, social and academic development of students in preparation for their role in a rapidly changing society.

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.

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.

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 school 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 and 4.
- Safe, practical footwear such as joggers or sports shoes.
- Navy jumper with school logo embossed.

Additional acceptable items:

- 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).
- Simple jewellery (one set of stud or sleeper earrings; necklace tucked out of sight under shirt).

School Information

SCHOOL HOURS

The school day commences at 8.50am daily. It is requested that children **do not arrive at school before 8:30am and leave school grounds as promptly as possible at 3:00pm as adequate supervision cannot be guaranteed.** It is important that children arrive in time to be prepared for the start of the day. Students who arrive late to school must report to the front office to get a late card to take to their class teacher. By law both late and absent students are recorded on the attendance register.

Doors Open: 8:35am

Commencement: 8:50am

Recess: 10:50am to 11:10am

Lunch: 1:10pm to 1:40pm

Home Time: 3:00pm

Prior to 8:35am, children are to wait in the undercover area, with a duty teacher, and when the siren sounds, they may move to their classroom. Children are not to play on equipment before school, including the early childhood area.

ATTENDANCE

School is compulsory for WA, students' regular 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. 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 is 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:

- Class Dojo app
- Email
- In writing
- Telephone

If your child will be absent from school for a length of time, please inform the school office.

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 'signed 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.



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 Information

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.

STUDENT REQUIREMENT LISTS

A student 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.

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.

MONEY COLLECTION

Money is often collected for school excursion 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.

FACTIONS

Our school has three faction colours. Blue, Gold and Red. Children are allocated factions when they commence at the school. We hold our school faction carnival in Term 1 and this is typically followed by representation of our school at the Interschool Athletics Carnival.

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 Clifton Gold slips 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.

CRUNCH AND SIP

Crunch and Sip provides the opportunity for students to eat fruit or vegetables and drink water in the classroom. Students refuel 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.

School Information

KINDERGARTEN

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.

UNIFORM SHOP

The shop is located in the undercover area. The uniform orders are processed by the uniform co-ordinator 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 Class Dojo app. Email: cliftonparkpandc@gmail.com

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 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.

SCHOOL GROUNDS/BUILDINGS

The only areas of the school grounds 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 early childhood playground is not a public playground and is therefore not available for afterhours 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 Communication

PARENT COMMUNICATION AND SCHOOL NEWSLETTER

There will be approximately three school newsletters per term and will keep you updated with current information and school news. The newsletter and other information is available on the Clifton Park Primary School website, Facebook page and Class Dojo.

CLASS DOJO APP

Our school and class communication is often published via the Dojo app. The app has been designed to bring communities together, with one place for teachers and families to connect, communicate, and share learning experiences. You will receive a parent login at the beginning of the school year (or at student commencement date).

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.

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 and 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, however it is essential that the first point of contact is your child's teacher.

REPORTING TO PARENTS

The School Curriculum and Standards Authority requires all school 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 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.

Student 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.

EMERGENCY CONTACTS

To ensure our records are up to date, please let the school office 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

HEALTH CARE FORMS

Short/Long Term Illness, Medical Conditions/Administration of Medication

Parents are required to complete the relevant HealthCare Forms detailing a student's 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.

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, available 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 teachers and staff who have contact with the student to assist with our duty of care and appropriate medical intervention procedures when required.

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.

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.

Student Wellbeing

POOR HEALTH

Coughs, colds and stomach bugs tend to go in cycles, and it is best that children with these be kept at home in order to reduce the chances of other children contracting them. We realise that children often want to come in spite of these, but please, it is important for everyone's health and wellbeing that they are kept home until they are fully recovered. It is a requirement that vomiting, and diarrhoea has stopped for 24 hours before returning to school.

Sometimes notifiable diseases and conditions can occur at this stage of life. Some of these are: Measles, Mumps, Chicken Pox, Rubella, Conjunctivitis, Whooping Cough. If your child contracts any of these notifiable diseases, please notify the school immediately. A period of exclusion from school is necessary for all of the above.

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.

HEAD LICE

Unfortunately, head lice are a common occurrence in schools and childcare 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.

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.

DENTIST

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 (08) 9725 0144. Dental appointments for student screening in dental work are emailed to parents.

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.

Parent Involvement

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

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 BOARD

The School Board is elected/appointed from the school community and the staff. The Board meets at least once a term. Open meetings held once a year. Parents are kept informed of the group's discussions via P&C meetings and the school website.

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.

SCHOOL OPEN NIGHT

A whole school parent open night is held towards the end of term three each year. The date for this event will be advertised throughout newsletters and Class Dojo app. 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

There are three assemblies 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 Class Dojo app.

2024 Important Dates

WA PUBLIC SCHOOLS

All students start the school year on **Wednesday 31st January 2024**
and end the school year on **Thursday 12th December 2024**

SCHOOL DEVELOPMENT DAYS

School Development 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 Dojo app.

There are six school development days during the year where **students do not attend:**

Monday 29th January 2024
Tuesday 30th January 2024
Monday 15th April 2024
Tuesday 4th June 2024
Monday 15th July 2024
Friday 13th December 2024

PUBLIC HOLIDAYS

Monday 4th March - Labour Day
Friday 29th March - Good Friday (during school holidays)
Monday 1st April Easter Monday (during school holidays)
Thursday 25th April - ANZAC Day (during school holidays)
Monday 3rd June - Western Australia Day
Monday 23rd September - King's Birthday (during school holidays).

SEMESTER 1

Term 1 - Wednesday 31st January 2024 to Thursday 28th March 2024
Break - Friday 29th March 2024 to Sunday 14th April 2024
Term 2 - Monday 15th April 2024 to Friday 28th June 2024
Break - Saturday 29th June 2024 to Sunday 14th July 2024

SEMESTER 2

Term 3 - Monday 15th July to Friday 20th September 2024
Break - Saturday 21st September to Sunday 6th October 2024
Term 4 - Monday 7th October to Thursday 12th December 2024

Attending school every day enables your child to get the most from their education and create a bright future.

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!



SCHOOL CONTACT INFORMATION



Telephone: 9796 7300

Email: cliftonpark.ps@educaton.wa.edu.au

Web: cliftonpark.wa.edu.au

ADMINISTRATION STAFF

Principal:

Tanya Uren

Deputy Principal:

Monike Fitt

Manager of Corporate Services:

Kylie Clarke

School Officer:

Jodie Clayton

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