

Eaton Primary School Parent Handbook 2024

ABOUT OUR SCHOOL

School Name: Eaton Primary School
Address: 35 Diadem Street, Eaton
Email Address: eaton.ps@education.wa.edu.au
Telephone Number: 08 9796 2600
Office Hours: 8:00am to 3:30pm

OUR VISION

Eaton Primary School provides every child with a high-quality education in a supportive and relevant environment whatever their ability, whatever their needs.

OUR VALUES

Excellence

We will challenge ourselves and encourage each other to become the best we can be.

Courage

We take responsibility for our behaviour, show resilience in the face of difficulty, and have a go at all times.

Respect

We will be respectful and caring of ourselves, our community and the environment and will treat others the way we would like to be treated.

2024 TERM DATES FOR STUDENTS

Term 1	Wednesday 31 st January 2024 - Thursday 28 th March 2024
Term 2	Tuesday 16 th April 2024 - Friday 28 th June 2024
Term 3	Tuesday 16 th April 2024 - Friday 20 th June 2024
Term 4	Monday 7 th October 2024 - Thursday 12 th December 2024

SCHOOL DEVELOPMENT DAYS FOR STAFF

Students do not attend school on these days.

Term 1	Monday 29 th & Tuesday 30 th January 2024
Term 2	Monday 15 th April 2024
Term 3	Monday 15 th July 2024 & Friday 30 th August 2024
Term 4	Friday 13 th December 2024

SCHOOL TIMES

Monday, Wednesday, Thursday & Friday

8:30am	First Siren
8:45am	First Instructional Session
11:00am	Recess
11:20am	Second Instructional session
12:50pm	Lunch Time - Play First. Eat at 1:10pm
1:30pm	Third Instructional Session
3:00pm	Home Time

**** 2:35 - Tuesday Home time - Early Close**

Ideally, children should arrive when classes open at or just after, as this will give them time to organise their personal belongings for a smooth start to the day. All children are expected to leave school grounds promptly after the end of the school day, unless enrolled in after school care or after school activities. This will provide safety and duty of care for all children.

Valuing Communication

The staff at Eaton Primary School value positive partnerships with parents and the school community.

CONNECT

Eaton Primary School uses the Department of Education app CONNECT.

Parents will need to download this app and use their individual P-number to login. This will be provided by the school at the beginning of the school year. Each parent only needs one P-number. School, class notices and student reports will be available on Connect.

As well as being able to log in to on any internet-enabled device, you may also receive notices that will be sent to you as either an email or a notification on your phone.

SEESAW

Some classes will also use the Seesaw App to strengthen the communication between teachers, parents, and students. Login details will be provided at the beginning of the school year by your child's teacher if that class is going to use Seesaw.

EMAILS

Emailing the school or the teacher through their Department of Education email is the most direct method. Staff will respond to parents, usually within 3-5 school days.

MEETINGS

If you wish to speak to teaching or administration staff, it is best to schedule a meeting. Before school is not the ideal time to speak with teachers at length as they are preparing for the school day.

Parents are encouraged to contact their child's teacher regularly. To arrange a meeting, parents should contact the teacher or school office asking the teacher to ring and arrange a suitable time for a meeting.

The Parent Concern Process

Should you have any ongoing concerns, this should always be discussed with the classroom teacher first. Most issues can be resolved or explained at this level but if it not, then the complaint or issue will be escalated to the Associate Principals. If the issue still cannot be resolved, it will then be referred to the school Principal.

Enrolment Process

Eaton Primary is a local intake school catering for families who live within our boundary.

Parents wishing to enrol a child can collect an application for Enrolment from the school office. Once complete it must be returned to the school office together with the following documentation.

- Birth Certificate or Passport
- 2 documents for proof of address (WA Driver's Licence, current utilities bills or current rate notice)
- Immunisation Record

If your application is successful, you will then be asked to complete a Student Enrolment Form which can be obtained from the school.

It is essential that all information on these forms is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

Kindergarten Enrolment

Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year.

** All Kindergarten students must repeat the enrolment process for Pre-Primary

Out of School Care

Camp Australia provide before and after school care on the school grounds. Please contact Camp Australia directly on 1300 105 343 or via email at info@campaustralia.com.au

Student Records / Information

We treat student welfare as our highest priority; therefore, it is important in the case of emergencies that we have the most up to date student and family information. If there are changes of address, telephone number, emergency contact or medical details please ensure that the school is notified immediately.

Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children. A copy of the Family Court Order must be supplied to the school, so staff members are aware of family arrangements, restricted access, etc. Documentation is required otherwise both parents will have equal rights or access.

Attendance

The School Education Act 1999 requires children of compulsory school age to attend school (applies to all students from Pre-primary). When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. When an explanation is not provided to the Principal within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis. Supports may include individual attendance contracts.

Lates / Absences and Vacations

ABSENCES

If your child is unwell or has an appointment and will not be attending school, please contact the school:

- Call 9796 2600
- Email eaton.ps@education.wa.edu.au

EXTENDED ABSENCES / FAMILY VACATION

Should your child be unwell for an extended period please advise the Office and we will update the records, so you do not have to ring daily to notify us. A Medical certificate may also be required.

Parents of students wishing to go on a family vacation during school term should email the school advising of dates and reasons for leave. Our teachers work hard to provide in class education and will not be able to provide additional personal vacation work should you choose to take a holiday during term.

ATTENDANCE SMS

We use MGMOutReach+ to send automated messages to parents about their child's unexplained absence from school. If your child is absent and the school has not been notified, you will receive an SMS at around 10am to let you know your child is not at school. You can reply directly to this SMS and the reason for your child's absence will be documented.

LATE ARRIVAL

At Eaton Primary School students or their carer are required to check into the office and collect a *yellow Late Card* before going to class. This card must be handed to the classroom teacher.

COLLECTION OF STUDENTS DURING SCHOOL HOURS

Parents or carers collecting children prior to the end of the school day are required to obtain a Leave Pass from the Administration Office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

Health and Safety

It is important to inform the school if your child has a medical condition which may affect their daily health and wellbeing e.g. allergy to bee stings, asthma, diabetes etc.

HEALTH CARE PLANS

Parents are required to notify the school **as early as possible**, when a child has a medical condition e.g. allergies (from mild to anaphylaxis), diabetes, epilepsy, asthma, seizures etc, to ensure that your child receives the appropriate medical attention and support should the need arise.

Please:

- complete and return any health care forms the school may require **as soon as possible**;
- provide us with any individualised Action Plan e.g. Anaphylaxis Plan, Minor to Moderate Allergy Plan, Asthma Plan, Other, as well as any preventative strategies that can be put in place, and
- supply the necessary medication e.g. EpiPen, antihistamines, asthma medication etc, ensuring it is clearly labelled.
- be clear about which foods, insect bites, stings or other allergens trigger an allergic reaction in your child.
- check and record expiry dates of all medications and replace prior to expiry.
- provide the child with a lunchbox of safe food that is clearly labelled and remind them not to swap/ share food with friends.

Medications

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the front office.

Any changes to the medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration.

Students may not bring any medication to school to self-administer from their bag.

Illness and Injury

In the event of a child being sick or having an accident at school, all care and attention will be given, and a parent/carer will be contacted.

All parents are asked to ensure that the school has an up-to-date contact phone number, address, and emergency contact details, so contact can be made without delay.

In the event of a serious accident where parents cannot be contacted, an ambulance may be called (*note the expense for this action is to be met by the family not the Department of Education*).

The best place for an ill or sick child is at home with their parents or with a carer. If your child has symptoms such as vomiting, eye, ear or nose discharge, cough, fever and/or rash please keep them home until they are well rather than putting others

at risk of infection. The WA Public Health website states a child needs to be symptom free for 24 hours or be given clearance from a health professional such as your GP.

Communicable diseases

Information on the exclusion periods for communicable diseases are provided by the health department. Parents are asked to notify the school immediately if their doctor has confirmed a diagnosis of the following diseases;

- Chicken pox - return to school once all blisters have crusted, usually about 10 days.
- Conjunctivitis - return to school after discharge has stopped or 3 days after treatment has commenced.
- Measles - return to school no less than 7 days after appearance of rash.
- Mumps - return to school no less than 9 days after onset of symptoms.
- School sores - return to school once effective treatment has commenced and sores are covered.
- Head lice/nits - return to school once effective treatment has commenced and head is free from eggs and lice.
- Rubella - return to school once symptoms have subsided, usually at least four days after start of rash
- Whooping cough - return to school after 14 days from onset of illness or five days after starting antibiotic treatment.
- Glandular fever - return to school after symptoms have subsided.

The school will advise parents of any cases of these diseases at school.

Bicycle / scooter safety

Student bikes and scooters are stored in an area behind the Art Room. Students still require a lock to individually lock their own bike to the rack. All care is taken to ensure bikes are safe from theft, however we cannot ensure total security at all times. Children are required to walk their bikes and scooters within the school grounds.

Valuables

Children should not bring valuables, jewellery, or unnecessary money to school. Children are permitted to bring along a special toy or object for news purposes only. Please do not send along toys to school as this saves arguments and disappointment in the case of breakages or loss. The school will not take responsibility for any losses of valuable items.

Mobile Phones & Smart Watches

Students are not permitted to have mobile phones with them during school hours. Mobile phones brought to school are to be switched off and handed in at the office for the day. The school takes no responsibility for the safety of the mobile phone. Smart Watches are required to be put into a mode that ONLY allows them to be used as a watch during school hours.

Behaviour Management

POSITIVE BEHAVIOUR SUPPORT (PBS)

The school has established a Positive Behaviour Support (PBS) program in conjunction with the school community. PBS establishes a climate in which appropriate behaviour is the norm for all students. It provides school communities with an effective, evidence-based approach to creating positive and engaging school environments and focuses on three levels of intervention: Primary, Secondary and Tertiary prevention.

PBS views inappropriate behaviour in the same manner that problems in reading or mathematics are viewed, as a skill deficit. When a skill deficit exists, we must teach the appropriate skills, which allow a unified and positive school climate to develop. This informs everyone that appropriate behaviour is a priority in the school.

School behaviour expectations and agreements are based upon everyone's right to feel safe at school, the need to be considerate of others, and our social responsibilities. The following expectations are observed at our school:

- Excellence
- Courage
- Respect

YOYOB

At Eaton Primary School we use a Good Standing pass behaviour system (YOYOB) which complements the current whole school Positive Behaviour Management Plan. This pass allows students to participate in a variety of activities that are considered supplementary to the core curriculum. For example: school discos, interschool sporting carnivals, camps and circus rehearsals & performance and any other activity the Principal deems as supplementary.

Students in Years 3 to 6 will receive a physical card which will be displayed on a board in their classroom.

Good Standing recognises and supports all students who come to school and consistently demonstrate good behaviour. The key message behind all of this is YOYOB - You Own Your Own Behaviour.

Early Childhood Education Kindy and Pre-Primary

Our Early Childhood team create rich learning environments that are connected to children's needs, talents, and interests. We deliver an age-appropriate program that incorporates play-based exploration and explicit instruction. This encourages the development of student wellbeing, their capacity to learn and share ideas and allows each child to be recognised as a unique individual.

KINDERGARTEN

RED GROUP Monday Tuesday and Wednesday morning until 11:30am

BLUE GROUP Wednesday afternoon from 12pm, Thursday and Friday
Depending on student numbers a third class may be opened.

YELLOW GROUP Tuesday, Wednesday, and Thursday morning until 11:30am

Pick up: Department of Education policy states that a Kindergarten and Pre-Primary children must be dismissed to a responsible person. Please collect your child promptly at the end of the session, as they may become upset if left waiting. If your Kindergarten or Pre-Primary child attends Camp Australia, they will be dropped to class in the morning and collected in the afternoon by Camp Australia staff.

ASSEMBLIES

Student orientated and conducted assemblies are held in the amphitheatre or hall at 8:50am on scheduled Wednesdays. Each class will host one assembly during the year where parents of the hosting classroom are welcome to attend.

CHAPLAIN

Eaton Primary School has a School Chaplain who supports our students and families three days per week, on a Monday, Tuesday, and Wednesday. The School Chaplain, Sue McDonald, can be contacted through the front office or through your child's class teacher.

CHARGES AND CONTRIBUTIONS

Each year the School Board reviews our school charges and contributions. The maximum amount parents and carers are asked to pay for voluntary contributions is set in the School Education Regulations 2000. Money collected will be used to supplement school expenditure for the core curriculum areas.

While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family makes its contribution to supplement funding gained from other sources, including the State and Commonwealth Governments. Our [School Charges](#) are sent home in Term 4 each year/on enrolment. This schedule indicates a breakdown of the **estimated charges** for your child's participation in anticipated class and school activities during the year.

Your financial support will be greatly appreciated, and we are hopeful for an excellent response from all families.

Payments to the school can be made by EFTPOS at the Administration office or deposited to the school's bank account by electronic bank transfer. Bank details are:

Account Name	Eaton Primary School
BSB	066-040
Account No	19907566
	(STUDENT NAME)

Please email details of your deposit to the Manager Corporate Services, at eaton.ps@education.wa.edu.au. This will help us ensure your payment is correctly identified and promptly receipted.

CLASSROOM PLACEMENTS

Class placement is a confidential and professional process undertaken by teachers making the best possible decision for the children in their care.

Eaton Primary School has a very professional and highly experienced staff who access a broad range of appropriate learning programs to address the curriculum and social requirements of all students. As such, class placements are primarily based on the professional judgment of the child's educational needs. Issues of gender balance, a range of ability, behaviour and student numbers are also factors considered in the final composition of classes. Classes are not streamed. No class should have a disproportionate share of high or low achieving children or children with performance related issues. Where children obviously do not get on together, separation is considered. The child's social network will be considered if, in the teacher's opinion, academic performance may be affected.

Parent input regarding their child's educational needs will be considered, however this will not include requests in relation to the choice of teacher. Parents have the opportunity to make the school aware of their child's educational needs that may be considered by teachers. Parents wishing to make such requests are requested to put them in writing to the school Principal and their child's class teacher when advised that the process is underway. The principal has the discretion to place children where most appropriate.

CURRICULUM

Educational programs are designed and delivered to meet the needs of our students. Teachers plan lessons to teach the content and skills of The Western Australian Curriculum. Pre-Primary to Year 6 has eight learning areas, seven general capabilities and three cross curricular priorities. Kindergarten has curriculum guidelines in line with the Early Years Learning Framework.

We aim to establish a culture focussed on inquiry and cooperative learning that provides experiences for children to develop skills including resilience, problem solving, creative and critical thinking skills. Students have the opportunity to extend and enrich their learning through a range of extra and cross curricular programs. The school's long and short-term targets, initiatives and priorities are defined in more detail in the school's business and operational planning documentation. Documented plans are prepared for students at educational risk and shared with parents.

SPECIALIST PROGRAMS

Eaton Primary School offers specialist programs in **Art** (Years 1-6), **Music** (Years 1-2), **Japanese** (Years 3 to 6), **Technology** (Year 1 to Year 6), and **Phys Ed** (Year 1 to Year 6).

PROTECTIVE BEHAVIOURS

By teaching protective behaviours with our children, we will be helping to develop lifelong skills of assertiveness, self-confidence, problem solving, communication, resilience and seeking help.

The protective behaviours program is based on two themes:

- We all have the right to feel safe at all times
- We can talk with someone about anything, no matter what it is

Protective Behaviours is a life skills program which teaches students to:

- Identify and deal with potentially unsafe situations.
- Develop practical skills to help keep themselves feeling safe.
- Recognise their own personal early warning signs when they are not feeling safe.
- Develop a close network of people with whom they can talk to when not feeling safe.
- Develop assertiveness together with communication, relations, and problem-solving skills.

LIBRARY

Our library is an engaging, stimulating centre, fostering both formal and informal learning opportunities. The library is opened during lunchtimes Monday through to Thursday. All classes have rostered Library borrowing time. Children must have library bags to protect school library books from damage or loss. Books and equipment that have been damaged or misplaced will be charged to your child's account.

SPORTING PROGRAMS

SWIMMING:

A series of DoE funded lessons are conducted during the year for students in Years PP - 6. Parents are advised of exact dates and times and are asked to pay for bus fare and pool entry. A Year 3-6 Swimming Carnival is held in Term 1 at the Dr Peter Topham Memorial Swimming Pool in Harvey.

ATHLETICS:

The school faction and interschool carnivals are usually in fourth term. The emphasis is on participation by all children in the faction carnival with selection of the best competitors for the interschool carnival. Students from Years 3-6 participate in the interschool carnival.

CROSS COUNTRY:

This is held toward the end of term 2 and in conjunction with the Interschool Cross-Country Carnival (held later in the term). All students are encouraged to participate in the school faction event with a selected team competing at the interschool level.

WINTER SPORTS CARNIVAL:

This interschool carnival is usually held in Term 3 and encompasses many of the winter team sports. Teams are made up of Year 5 & 6 students. If there are not enough students to make up teams, then students may be selected from Year 4.

REPORTING TO PARENTS

The reporting methods for the school is as follows:

TERM 1 Class Meeting or individual Parent/Teacher Meet and Greet

TERM 2 End of Semester Report available via Connect

TERM 4 End of Year Report available via Connect

SCHOOL NURSE

A Community Health Nurse will visit our school to carry out periodic medical checks on children in Kindergarten and Year 6 throughout the school year. If your child has any particular problem, you will be notified.

SCHOOL PSYCHOLOGIST

The School Psychologist, through the School Psychology Service - Department of Education, provides specialist consultation, intervention, and assessment services for schools. This service helps schools to meet the academic, behavioural, social, and emotional needs of students.

SCHOOL BOARD

The Eaton Primary School Board has three parent members who are elected to represent the parents of our school community, a general community member, three school staff, and the Principal. This group meets once a term through the year to discuss and formulate school policy, planning and budget ratification.

CANTEEN

The Eaton Primary canteen, the Solomon Snack Shack, operates each day of the week providing lunches and morning tea for students and staff. Lunch orders are to be placed at the canteen (located in the school hall) before the 8:45 bell or can be placed online through the Spriggy Schools app. Volunteers are essential to assist the Canteen Manager and to keep operating costs to a minimum. Please feel free to call the Canteen Manager on 9796 2690 from 8.30am to 12.00pm if you are interested in volunteering.

LOST PROPERTY

A collection of lost property items can be found in the library. Please regularly check to see if any of these items belong to your child/children and ensure that ALL uniform items (including lunch boxes, drink bottles etc) are clearly labelled with both your child's first and last name so that these can be returned to your child.

PARENTS AND CITIZENS' ASSOCIATION (P&C)

The P&C is a wonderful opportunity for parents, teachers, and community members to support the learning and infrastructure of the school. Meetings are generally held twice per term with the sub committees and an executive committee meeting more regularly to progress the work at hand.

A notional membership fee is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings.

Funds raised by the P&C contribute to the funding of programs and facilities within the school, and the interests and activities of the P&C Association are diverse.

Should you wish to contact the committee of the P & C send an email to eatonpandc@gmail.com Facebook page: [Eaton P & C](#)

DRESS CODE

The dress code is established by the School Board of Eaton Primary School, to promote a positive, safe, and healthy learning environment for the students.

The School Board believes a school dress code:

- Fosters and enhances the public image of the school
- Ensures students are safely and appropriately dressed for specific school activities
- Encourages equality among students
- Assists in building school and team spirit
- Assists in identifying our students for requirements of duty of care, especially for out of school activities.

Standards

For the health and well-being of the child, it is necessary that students are clean and well-groomed including clipped fingernails and long hair tied up.

Jewellery is not permitted except for studs or sleepers for pierced ears. Watches may be worn. Significant cultural/religious jewellery is permitted but please alert the Principal.

Cosmetics and nail polish are not allowed.

School Uniform

- Royal blue polo shirt preferably with school logo
- Jumper in royal blue preferably with school logo
- Black shorts, track pants or long pants
- Black skirt
- Well-fitted joggers, school shoes or secure sandals.

UNIFORM SHOP

The shop is located on the eastern side of the Dryandra block and is open on Tuesday mornings from 8:15am - 8:45am.