

RIVERVALE PRIMARY SCHOOL

INFORMATION
HANDBOOK

2017



MAKING A DIFFERENCE

99 Acton Avenue, Rivervale WA 6103 PH: 9277 1642 Fax: 92779983

SCHOOL VISION

At Rivervale Primary School our vision is "Making a Difference".
We promote a learning environment which will assist all students to develop to their fullest potential

- Academically
- Socially
- Emotionally
- Physically

so that they may perform successfully and confidently in our changing society.

At Rivervale Primary School we are
Making a difference!

We invite you to join us.



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Registrar Ms Brenna Hodge Email : Brenna.Hodge@education.wa.edu.au

SCHOOL TIMES

The school closes at 2:30pm every Thursday. On these days, staff meet to plan and collaborate.

Monday, Tuesday, Wednesday, Friday Timetable	
8:45am – 11:00am	Class time
11:00am – 11:20am	Recess
11:20am – 1:00pm	Class time
1:00pm – 1:30pm	Lunch
1:30pm – 2:50pm	Class time

Thursday Timetable	
8:45am – 11:00am	Class time
11:00am – 11:20am	Recess
11:20am – 12:30pm	Class time
12:30pm – 1:00pm	Lunch
1:00pm – 2:30pm	Class time (EARLY CLOSE)

Welcome to Rivervale Primary School. This handbook has been produced to help you become acquainted with our school.

Our main objective is to provide the best possible teaching and learning environment for the intellectual, social, personal and physical development of each child.

- We have a strong focus on Literacy and Numeracy as we believe that these skills will empower our students to make positive changes to their lives.
- We also place great emphasis on the social and emotional wellbeing of our staff and students. Many of our programs are focussed on teaching skills which will equip them to participate as caring and productive members of our community. Our **TOD (Treat Others Decently)** Program is a popular and effective strategy that you can see in action at our assemblies.

Rivervale Primary School upholds the values promoted by the Department of Education:

- The pursuit of knowledge and achievement of potential.
- Self-acceptance and self-respect.
- Respect and concern for others and their rights.
- Social and civic responsibility.
- Environmental responsibility.



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ASSESSMENT AND REPORTS

Student assessment is a continuous process. Teachers collect information on children's progress on a regular basis and keep you fully informed of your child's progress throughout the year. This may be done in the form of parent interviews, Learning Journeys, parent evenings or open days. Formal Reports are sent home at the end of Term 2 and Term 4. In addition National Numeracy and Literacy test results for Years 3, 5 and 7 (NAPLAN) are distributed each year.

ABSENCES

If your child is unwell in the morning before school, it is advisable to keep your child home. If a child becomes ill during the day, every effort will be made to contact parents or the emergency contact person.

The School Education Act allows for students to be absent from a school or educational program for reasons such as illness, religious and cultural ceremonies and any other reason considered acceptable by the Principal. Parents need to inform the Principal or teacher as to the reason for any absence, and if need be, provide a medical certificate if one has been provided by a doctor.

If your child should suddenly arrive home at anytime during the school day, he or she may have left the school grounds **without** permission, so please notify the school immediately.

ASSEMBLIES

You are invited to join us in the undercover area on Fridays for our fortnightly assembly. Each class has the opportunity to host the assembly and to present an item. We also share individual successes with Merit Certificates and other awards and it is a great chance to meet TOD the bear!

BEHAVIOUR MANAGEMENT

Rivervale Primary School has a policy of managing effective student behaviour through the development of positive relationships between students and families, characterised by trust, mutual respect and tolerance.

Together we create a caring, safe and positive environment so staff and students can work together in harmony. We:

- Establish and follow through on rules and consequences
- Reward positive behaviour
- Encourage students to be responsible for their own actions
- Respect each other
- Act Restoratively

You are welcome to view and discuss our Behavioural Management Policy with the administration team at any time.

CHANGE OF ADDRESS OR PHONE NUMBERS

Should you move house or change telephone number while your child is enrolled here, please contact the school office with the new particulars. Correct information is most important in the time of an emergency.

COMPLAINTS MANAGEMENT

Children learn best when teachers and families work together. However there will be times when things may happen that you are not happy about. When this occurs it is important to inform us so we can look into your concerns.

Our school policy follows departmental complaints management policy. Depending on the nature of your concern, the following steps should be taken:

1. Arrange a meeting time with the teacher. If the issue is not resolved :
2. Meet with the Deputy Principal. If the issue is still not resolved:
3. Meet with the Principal

Further steps are possible through district and central office. However it is important to know that the vast majority of complaints are dealt with at the school level. Going to the district or central office before going to the school will usually see the complaint referred to the school.

CUSTODY ADVICE AND COURT ORDERS

Please let us know if there are any custody matters or court orders affecting your children. Custody and guardianship matters need to be recorded on the Admission Card and in cases where custody advice is noted, the Family Court Order regarding custody and guardianship rights must be photocopied and placed in the student's file. Confidentiality is always respected. This information assists us in keeping your children safe.

DENTAL THERAPY

The Dental Clinic attached to Cloverdale Primary School caters for all children who attend Rivervale Primary.

The service is entirely free and it is the responsibility of parents to transport children to and from the Clinic when they have appointments. Enquiries can be made direct to the Cloverdale Dental Therapy Centre by phoning **9479 7222**.

EMERGENCY NUMBERS

Please make sure that an up-to-date emergency contact number is known by the school office. This may be a relation, a neighbour or a close friend. It is advisable to inform the school of any change of employment just in case you need to be contacted in an emergency.

ENROLMENTS

Enrolments for, Kindy and Pre Primary may be registered at any time through the school office. A birth certificate (or proof of age) and immunisation is required for all enrolments. Registration is usually done in July the year before the child attends school. New enrolments will need to meet with the Principal or the Deputy Principal before commencing at our school. **Our full time Pre-Primary caters for children who turn five before the 30th June. Children who turn six before the 30th June are enrolled in year one.**

EXCURSIONS

The school will invite your child to various educational excursions throughout the year. We aim to keep costs to a minimum so that all children can participate, but if you do experience financial difficulties, please contact the office so we can make other arrangements.

We ask that you:

- Return the signed excursion note
- Make sure we have your latest emergency contact numbers on the note and any changes to medical information.
- Send your child to school in full uniform on that day.
- Let us know if you can help with supervision

FACTIONS

We have a faction competition that runs throughout the year in addition to the Sports Carnival. Students can earn points for their positive behaviour and good work in class and Faction Winners are well rewarded each term with a special event.

<i>The Factions are :</i>	Clarkson	-	Green
	Yagan	-	Gold
	Hardey	-	Blue

A faction polo is available from admin and can be worn every Friday and on Sports Carnival days.

On admission to school your child will be placed in a faction. We endeavour to place children in each family in the same faction for their time at Rivervale.

HAT POLICY

Children must wear a hat when playing outdoors. Some hats for loan" may be available from the office if your child does for get their hat occasionally.

HOMEWORK POLICY

Homework should help your child to practice the skills they have learned at school and also allow you, the parents, to see what your child has been learning. Each class teacher will inform you of their policy. Formal homework is not always given. Home reading usually is.

INTERVIEWS/SCHOOL VISITS

We value our partnership with you. If you have a concern or would like to talk about your child's progress, please contact the class teacher to make an appointment so that you can talk in private.

All parents are asked to call in at the office before your appointment.

MOBILE PHONE POLICY

For the security and privacy of others and so that these items are not lost, damaged or stolen, they should be handed in at the office at the start of the day.

MONEY

All money sent to school with your child should be placed in a sealed envelope on which is written the child's name, purpose for which it is sent (lunch, excursions or fundraising), amount and room number. This enables us to trace the owner if it is lost.

NEWSLETTERS

Every week following an assembly, newsletters are sent home with each child. These keep you fully informed of school activities and special events and the achievements of your children. Spare copies may be obtained from the office.

PARENT INVOLVEMENT***PARENT HELP***

Many parents support our school in a variety of ways - book covering, library roster, classroom assistance, sports and extra curricular subjects. Newsletters indicate when assistance is required and class teachers frequently ask for help personally. All help is most appreciated and can earn Rivervale Passport Dollars.

PLAYGROUP

Playgroup is held once a week on Tuesdays from 9:00 – 11:00 for all pre-school aged children. Please feel free to come and join us on any Tuesday.

PAYMENT FACILITIES

Options for payment of school contributions, charges for students and uniforms can be paid in the following methods:

- Cash sent to school with your child in a marked envelope
- EFTPOS machine in the office
- Direct debit into the School account quoting your child's surname and initial
Acc Name : Tranby Primary School Fund
BSB : 066 153
Acc No : 00930660
- Emailing the school with your credit card details.
Email : Brenna.hodge@education.wa.edu.au

PERMISSION TO LEAVE THE SCHOOL GROUNDS

Children may not leave the school grounds during school hours.

The exceptions are:-

- (1) If a child goes home regularly for lunch, then a note to this effect at the beginning of the year will suffice.
- (2) A child who normally stays at school but occasionally wishes to go home for lunch, requires a note or direct contact by the parent on each occasion.
- (3) In the case of emergency requiring the child to leave the school grounds, then permission must be sought from the Principal or Deputy Principal.
- (4) Class teachers should be informed if a child is required to leave school grounds for a doctor or dental appointment and the child must be signed out in the front office.

PHYSICAL EDUCATION AND SPORT

The classroom teacher will let you know when your child will be having sport so that appropriate clothing may be worn.

SAFETY

The safety of our students is very important to us. Please assist us in maintaining safety by following these requests:

- Please do not use the Staff Car Park for dropping off or picking up children.
- Do not park on school grounds.
- Children are not to walk through the car park.
- If possible, please drop your child off on the side of the road nearest the school. There are parking bays available at the front of the school on Acton Avenue and Campbell Street.
- Kindy & Pre Primary Children must be walked into the classroom and collected by their parent/carer or an authorised adult at the end of the day.
- Bikes must be locked up in the bike racks for the day.

BICYCLES, SKATE BOARDS AND SCOOTERS

If your child rides a bicycle to school:

1. A lock and helmet are mandatory.
2. Bicycles must be wheeled, not ridden, in the school grounds.
3. Riding of bicycles to school is recommended for children from Years 5-6 only.

Whilst every precaution is taken, no responsibility is assumed for damage/theft to bicycles, scooters or skateboards, while they are on the school grounds.

EARLY ARRIVAL OF CHILDREN

Many teachers come early, but they do so to prepare their work for the day. It is important that children do not arrive before 8.30am. Children and parents are not to enter classrooms prior to **8.30am** unless an appointment has been made with the teacher. Students who arrive early are required to stay in the undercover area where they are supervised until 8:30am.

CHILDREN ARRIVING LATE FOR SCHOOL

Children arriving at school after 8:45am, accompanied or unaccompanied, must report to the office for a late pass. The late arrival will be noted before they proceed to their class.

SCHOOL VOLUNTARY CONTRIBUTION

This contribution is used to buy resources for the Mathematics, English and the Arts areas and photocopying materials. Please see the School's office if you wish to pay this contributions in instalments over the year. See additional handout for contribution rates for 2015.

SCHOOL SECURITY AND GROUNDS

We are proud of our school and grounds. If you do notice any suspicious behaviour or criminal activity, please call:

Police	131 444	
School Security	9264 4771	
School Watch	1800 177 777	
South East metro Crime Prevention		9451 0053

STATIONERY REQUIREMENTS

Full booklists are supplied in Term 4.

Please note that replacement of consumable, working items such as biros, pencils, erasers, files and rulers is the responsibility of parents.

It is the responsibility of students to ensure that each day he/she has the necessary materials. Please have your child's name marked on all these items and it is a good idea to check pencil cases for refilling at the beginning of each term.

SUPPORT SERVICES

The school is serviced by a Psychologist, Chaplain and a School Nurse on a regular basis. These people can be contacted by ringing the school on 9277 1642.

TOYS, GAMES and PERSONAL POSSESSIONS

The only time personal items should be brought to school is when they are needed for "News" sessions or classroom activities. They should not be taken into the playground.

UNIFORMS AND DRESS CODE

Uniforms are strongly recommended as not only are they economical but they serve as identification and help to lift pride in our school. All students must wear a school uniform when they take part in an excursion to ensure easy identification and duty of care.

Girls

<u>Yrs K – 6</u> :	Teal A Line Dress Teal Polo Shirt Navy blue pleated skirt with cotton underpants Navy blue shorts
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Boys

<u>Yrs K – 6</u>	Teal Polo Shirt Navy blue shorts
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***Winter
(Unisex)***

<u>Yrs K – 6</u>	Teal and Navy Jacket Navy blue tracksuit pants Faction Polos Faction Hats
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All Students must wear a hat during recess and lunch at all times.

Uniforms can be purchased through the front office, every day of the week.

****** Please mark all articles of clothing worn to school. ******

HAIR

In the interest of hygiene and safety, hair that is below shoulder length should be tied back.

FOOTWEAR

All students must wear appropriate footwear such as sandals or closed in shoes. Thongs, ugg boots and high heels are discouraged for safety reasons.

JEWELLERY

It is best not to wear jewellery to school so that it does not become lost or broken or present a health risk to others. Studs or sleepers in ears and a watch are sufficient for school wear.