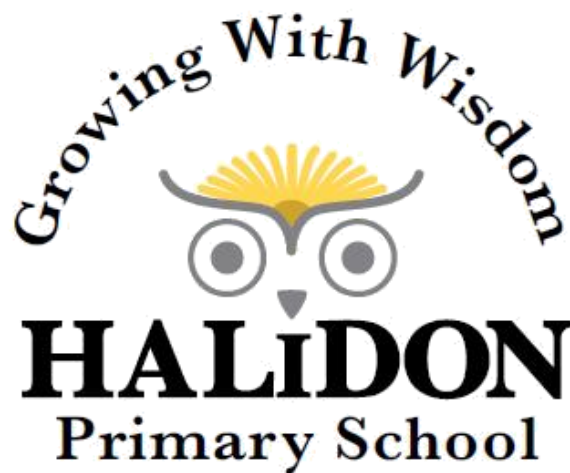


**PARENT  
INFORMATION  
BOOKLET  
2024**





## Halidon Primary School...

Welcome to Halidon Primary School. Our school caters for students from 4 years of age (Kindergarten) through to those who are completing their primary education in Year 6.

We look forward to your involvement with Halidon Primary School and trust that a close and effective working relationship between the school and home can be established in order to ensure the optimum climate for the education of your child(ren). The school regards parents as partners in education.

At Halidon Primary School we work hard to provide a high quality education for every child. Teamwork is important in your child's educational journey. There are many opportunities to be involved in our school, in the classroom, at P&C meetings, helping in the canteen, as a member of the School Board and at home reinforcing learning from school.

General enquiries can be made through the office, which is located in the Administration building closest to the staff car park in Halidon Street:

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

Matters of policy should be directed to one of the School Executive Team:

Principal [Adam.Mosconi@education.wa.edu.au](mailto:Adam.Mosconi@education.wa.edu.au)

Associate Principal [Rachael.Nelhams@education.wa.edu.au](mailto:Rachael.Nelhams@education.wa.edu.au)

All incoming calls to the school are handled through the office. Important numbers for parents are:

Telephone: 6207 2500 (Office)

Student Absences: Please send text to 0437 289 575

School website: [www.halidonps.com](http://www.halidonps.com)

Facebook: [facebook.com/halidonps](https://facebook.com/halidonps)

Our focus for our Business Plan is to maintain the high standards of teaching and learning practices aimed at improving student learning. A feature of our school is the collaborative, inclusive and whole-school approach to improve student learning. Furthermore, our involvement in the Kingswood Educational Network extends our partnerships into the community providing smoother transitions for our students.

School newsletters inform parents/guardians of any necessary changes to information contained in the Parent Information Booklet and serve to keep the community informed of school activities, events, organisation and procedures.

We look forward to welcoming you to our school community.

The Halidon School Community works actively together to promote Halidon as an establishment promoting the highest ideals of learning and social interaction. We intend that Halidon be a warm, friendly, welcoming school where manners and behaviour are regarded as important.

Adam Mosconi

PRINCIPAL



## ATTENDANCE

In order to comply with the Education Act, a written explanation is required for every absence from school. As part of the school's legal responsibilities, written notes are kept on file. It would be appreciated if the school be notified in advance of foreseeable extended absences from school. This may be done by text message to 0437 289 575, or by email to [halidon.ps@education.wa.edu.au](mailto:halidon.ps@education.wa.edu.au).

## ALLERGIES AND MEDICAL

If your child has a medical condition e.g. allergies, asthma, please notify the school immediately if you have not done so already. Where necessary, an Action Plan will be developed in consultation with you and the Associate Principal, so that if an emergency arises, directions can be easily followed. This will need to be up-dated each year.

Please note that we recommend that parents follow a Nut Awareness policy to support students who have nut allergies.

## ARRIVAL TIME AT SCHOOL

Due to issues relating to supervision of students, parents are advised that students should not arrive at school before 8.20am. Earlier arrival is discouraged in the interest of safety and discipline as no formal supervision is provided prior to 8.20am or after 3.00pm.

Start	8.50am
Finish	3.00pm
Classroom Doors Open	8.35am

## ASSEMBLIES

School Assemblies are conducted in the undercover area. The assemblies run from 8.50am to approximately 9.30am.

## BICYCLES

Children who ride bicycles or scooters to school are reminded that by law, all riders are to wear bicycle helmets. Skateboards are not permitted to be brought to school.

All bikes should be placed in the bike compound provided behind the canteen. Bicycles must be wheeled into and out

of the school grounds. For additional security, we recommend all bikes to be individually padlocked. Please note the school cannot accept responsibility for bicycles and scooters that are left at the end of the day.

## CANTEEN

The P&C operate a canteen on Tuesday and Friday. Lunch may be ordered online prior to 9.00 am on these days. The link to order is: <https://halidonpscanteen.square.site> The canteen menu and price lists are available from the canteen and on our website. The canteen is committed to providing a comprehensive menu which offers many healthy choices.

## CHAPLAIN

Leonie Lupton is the Chaplain at Halidon Primary School. Leonie's job as School Chaplain is to care for students, staff and parents by being a support person, a listening ear and an encourager. Leonie spends time in classrooms, having one-to-one conversation with students. She is passionate about seeing young people live out the best story they can with their lives. You will see Leonie around the school on Tuesday, Friday, so feel free to say hello!



## CHILDREN'S PROPERTY

We strongly discourage the bringing of valuables and toys to school. NO responsibility is accepted for loss or damage to students' personal property. If a personal item is brought in for news on a teacher's request, it may be kept in a safe place for the day. Please also ensure that all property is clearly named in order for mislaid items to be returned to their rightful owners. This also includes students' clothing.

## **CHILDREN TRANSFERRING TO OTHER SCHOOLS**

When children are about to leave our school or transfer to another school, parents are asked to contact us at least a week or more beforehand, if at all possible. This will provide adequate time to enable staff to ensure that all records, books, reports etc have been completed or checked prior to the child's departure. It also allows us to farewell our students and wish them all the best at their new school.

## **COLLECTING CHILDREN DURING SCHOOL**

Collection of students during school hours should be by an adult family member (unless teachers have been notified). Parents must first sign out students at the office and collect a Student Leave Pass which is then handed to the class teacher.

## **COMMUNICATING WITH PARENTS**

An important aspect of the school's operating procedure is the fostering of a healthy, constructive, home-school relationship. We welcome your involvement in your child's education and we operate with an 'open door' policy which welcomes discussion, comments and suggestions.

Parents are invited and encouraged to participate in special activities or functions that are held during the course of the year. Some teachers welcome the assistance of interested parents in classroom activities. These activities include listening to oral reading, assisting with maths, art/craft and accompanying students on class excursions or camps. Please indicate to the class teacher your willingness to assist.

Matters of concern are usually best clarified by direct discussion. We request that parents do not interrupt classes during lesson time. Approaches to teachers before school to discuss major concerns and issues prior to the start of the day are not encouraged, as this is when preparation for the day is being conducted and privacy

may be compromised. A planned parent-teacher interview is much more beneficial than just worrying or speculating about an issue.

## **DENTAL THERAPY CLINIC**

We are very fortunate that the Dental Therapy Clinic is based at our School. The contact number is 9409 6362.

## **EMERGENCY CONTACT NUMBERS**

Parents are requested to make sure that the emergency phone numbers registered on their child's school records are kept up to date. If any other details change, please email the school immediately with the updated details. [halidon.ps@education.wa.edu.au](mailto:halidon.ps@education.wa.edu.au)

## **EXCURSIONS**

Throughout the year the children may be taken on excursions. A note will be sent home prior to the excursion.

In addition to the information note there will be a permission form/slip which must be signed and returned to the teacher in order for your child to participate.

Please note: If there is no authorisation then your child will not be able to attend the excursion. The preferred method of payment is on-line. Bank details will be included on the information forms sent home.



## FACTIONS

Students are allocated to one of three Factions, each named after a West Australian explorer or pioneer. Siblings are placed in the same faction for the convenience of parents. Coloured faction polo shirts displaying the faction logo are available from Uniform Concepts in Joondalup.

COLOURS:

Giles	Red	Ernest Giles
Forrest	Green	Sir John Forrest
O'Connor	Blue	C.Y O'Connor

## HOMEWORK

Homework supports classroom teaching and teachers will discuss class procedures and routines at the 'Parent Information Night' at the commencement of the school year.

Homework Responsibilities of Students:

- Completing work independently
- Submitting work on time
- Communicating with teachers and parents when assistance is required

### **SOME HOMEWORK ADVICE TO PARENTS**

Children need the opportunity to play and relax after school. Homework is best done at a quiet time in a quiet place set aside for homework completion. Typically, children will become more independent and responsive towards their homework as they reach middle / upper primary. The time spent on homework depends on the child and tasks set for that week. Homework should not develop into a stressful situation for parent or child.

## ILLNESS AND ACCIDENTS

Children who are ill must not attend school. A child who is not well can become very distressed when in a group situation. This will also help stop the spread of infection to other children and staff. Although each classroom is equipped with a small first aid kit, it can only provide basic first aid to injured students. Should a child become ill or injured at school a parent or emergency contact will

be contacted to collect the child.

It is important that a relative, friend, workmate or neighbour (or someone you know, who will be available to collect your child) is shown as your Emergency Contact/s on the enrolment card. At least two contact numbers are requested.

## LIBRARY

Students, staff and parents of Halidon Primary School are served by an up-to-date, state of the art library and resource centre. Library sessions are conducted weekly by the Teacher for each class.



Students are able to exchange their books once a week. The students are expected to bring to school a library bag in which library books may be carried home. Library books may not be taken home without some sort of protection. Children will be notified of their library borrowing day.

Parents/guardians will be sent an invoice for lost or damaged library books.

Book Fairs are held in the library during the year. Book Week and library incursions take place periodically. Our aim in the library is to promote literacy and enjoyment of reading for all ages, from the very young to the very young at heart .

## LATE ARRIVALS

Students who arrive late at the commencement of the school day, must go to the office to collect a Late Pass.

## LOST PROPERTY/CLOTHING

Any lost property is placed in the lost property bin located outside the office area. Children are encouraged to be responsible with belongings. Named articles will be returned to owners. Please name all articles clearly.

## LANGUAGES

All children from Years PP-6 participate in the Japanese Language program.

## LUNCHES

To ensure that students eat their lunches before becoming involved in other activities, duty teachers supervise designated areas for a 10 minute lunch eating period when all children are required to be seated.

## MANAGING BEHAVIOUR

The school ethos emphasises a safe, caring and friendly environment in which children can learn to the best of their ability. In 2020 a new behaviour initiative was rolled out across the school. This program focuses on developing students' skills to manage their behaviours through a positive, supportive and modelled framework.

## MEDICATION

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines.

Schools are **NOT PERMITTED** to give children, aspirin, paracetamol or any medication as part of first aid treatment without written instructions and provision of medication from the student's parent/caregiver.

For students requiring prescribed medication to be administered during school hours, parents must complete a "Student Medication Request" form which can be collected from the office.

## MOBILE PHONES

Use of mobiles by students on school grounds is forbidden, in compliance with the Department of Education policy. Students needing mobiles for parent contact after school must take full responsibility for them. Mobile phones should be kept in schoolbags and switched off during school hours. We ask parents to reinforce the importance of adhering to this rule.

## NEWSLETTER

School Newsletters are emailed each 3rd, 6th and 9th week of each term. A P&C Newsletter is emailed home also. Newsletters are the school's primary source of COMMUNICATION.

If you do not receive the school newsletter please contact the front office.

Newsletters are also posted on the school website at [www.halidonps.com](http://www.halidonps.com).

## PARKING

Children may be dropped off and picked up at the front of the school in the 'Kiss and Drive'. There is also designated parking bays located on Halidon Street and Matisse Way. Please **do not** use the staff car park as this has limited parking and is a narrow driveway. Parking in the canteen car park is also strictly forbidden. We ask parents to respect these rules as movement of children through these areas is a safety issue.

## PLAYGROUND SUPERVISION

During recess and lunch breaks staff are rostered for playground supervision to ensure safety in the school playground. Students are not permitted to use playground equipment in an unsafe manner and games which could be dangerous are not allowed (e.g. British Bulldog). Students **are not permitted to use playground or sports equipment before or after school**. Playground supervision in the Early Childhood Centre is in-line with National Quality Standards requirements.

## P & C ASSOCIATION

The P&C Association is extremely pro-active in all school activities. This is your Association and deserves your support! Involvement in the P&C is one of the best ways of being aware of school activities designed to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Payment of the annual P&C contribution of \$45 per family also supports your P&C. Meetings are held twice a term and all parents are invited to attend. The P&C also engages in fundraising and social activities, at which parents can socialise and meet other families. The Association has been an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support.



# SPECIALIST AREAS

## INSTRUMENTAL MUSIC

### PHYSICAL EDUCATION AND SPORT

Every child from Pre Primary onwards, participates in Physical Education sessions and a sport session each week programmed by the Physical Education Specialist.

Our senior students participate in an interschool sport and a Winter Lightning Carnival during Term 2.

Students also participate in an in-term swimming program conducted by qualified swimming teachers employed by the Department of Education.

Athletics form the major part of the Physical Education program in Term 3 and culminate in a Faction Athletics Carnival. The School participates in a district based Interschool Athletics Carnival at the end of Term 3.

At Halidon, we continually seek to improve the health and fitness of our students.

We are proud supporters of Robinson's Professional Tennis Coaching. Mark Robinson conducts private tennis lessons on the school site for any interested students on Thursdays. Tennis programs have been successfully run at our school for over 20 years and is well received by the school community.

### VISUAL ARTS

We have a Visual Arts facility where children participate in a wide variety of experiences, using a multitude of materials. Each Level will learn about – Painting, Drawing, Printing, Textiles, Modelling, Construction, Collage and Art appreciation. The Visual Arts curriculum focuses on Creating, Making, Exploring and Responding. We take great pride in our Visual Arts program and seek to showcase children's work throughout the school and wider community. As such, there are many areas around the school where our student's high quality work is on display. Each year, as part of our annual Open Night, student work is exhibited to all visitors.

### MUSIC

A music specialist provides all primary classes with music tuition. All classes are actively involved with music and assemblies provide an opportunity for students to utilise their skills. The choir participates at various functions during the year.



Selected students in Years 5 and 6 who have been identified through testing in Year 4 are fortunate to have the services of Instrumental Music School Services tutors who visit the school once a week. They are offered the opportunity to learn an instrument, which they may hire or buy. Agreeing to participate in this program is regarded as a commitment for 5 years.

## LANGUAGES

Students from Pre Primary to 6 participate in Japanese classes where they are provided with learning opportunities to practise language and learn about Japanese culture. LOTE classes are programmed and delivered by a languages Specialist Teacher.



## EARLY CHILDHOOD CENTRE

The Early Childhood Centre provides a comprehensive program for children who turn 4yrs of age between 1 July in the year preceding enrolment and 30 June during the year of enrolment or who are already four years of age. **A separate Parent Information Booklet for Kindergarten is available from the school office.**

## SCHOOL PSYCHOLOGIST

A school psychologist visits the school fortnightly. Students may be referred by teachers in consultation with members of the Administration Team and with parents where there is concern about academic, behavioral, social or emotional factors affecting the child's progress at school. No child is seen by the psychologist unless parental approval in writing has been received by the school. Please direct enquiries through the classroom teacher, or the Deputy Principal.

## PRIMARY EXTENSION AND CHALLENGE ( PEAC )

The PEAC program is designed to extend and challenge identified students from Years 5 to 6. The program offers a range of interesting and diverse courses, which encourage the children to work independently. All students in Year 4 are tested and those students selected (approximately 1%) are invited to register for three courses throughout the year. Students who have shown highly developed capabilities and skills may be nominated for courses by their classroom teacher.

## REPORTS

A formal summative report is emailed home at the end of Semesters One and Two.

NAPLAN reports for Years 3 and 5 are sent home mid year.

## SCHOOL BOARD

### What is the School Board?

The Halidon Primary School Board is an elected group of staff, parents and community members who help formulate the strategic direction of the school, determining in collaboration with staff, the school's educational objectives and priorities. A meeting is held each term.

### What does the School Board do?

- represents the educational needs and aspirations of students, teachers, parents and the community
- in collaboration, determines school priorities, assisting in the formation of the School Business Plan
- monitors the school's learning outcomes against Business Plan targets
- monitors the allocation of resources (financial and human) to achieve school priorities
- determines level of contributions and charges to be sought from parents
- advises on policy matters, but does not become involved in the day-to-day management of the school

### How do people join the School Board?

With the exception of the Principal, members of the School Board are generally elected for a period specified in the Terms of Reference. The Halidon School Board operates in line with the School Education Act and relevant Regulations. Parent representatives are elected to their positions by parents and carers. Staff representatives are elected to their positions by the school staff.

## SCHOOL NURSE

A trained nurse visits the school each term. The nurse's duties include checking hearing and eyesight of the Kindy students and notifying parents of any problems requiring attention.

## STUDENT LEADERSHIP

Halidon has a number of avenues for students to take on leadership roles. Our Student Leadership Team are nominated and voted for by their peers. Student Leaders take on a number of very important roles in the school that help support the good organisation of the school and support other students.



## STUDENTS AT EDUCATIONAL RISK

The Students At Educational Risk program at Halidon has involved a collaborative model with the School Psychologist, Associate Principal, Class Teacher, Education Assistant, Parents and Outside Agencies being required. This has been highly successful and aims for all stakeholders to have a shared responsibility in individual student's education. Our School Psychologist attends the school one day per fortnight. All students at educational risk are on an individual education plan and monitored closely by teachers and administration.

## UNIFORMS

The Halidon Primary School's Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students. Students are expected to comply with the Uniform Code. Acceptance of enrolment at Halidon PS assumes an agreement between the parent/guardian and the student to adhere to the Uniform Code. Classes on excursion must be in uniform, unless the consent of the Principal to vary this has been granted. Student Councillors are expected to be role-models for all students. The dress code is not enforced with non-compulsory Kindy students, though they are welcome and encouraged to wear the uniform.