



2023



COMO PRIMARY HANDBOOK

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Welcome to Como Primary School. Our school is founded on a combination of fine tradition and an innovative and holistic educational program for students from Kindergarten to Year 6.

We provide a range of learning opportunities that ensure children can reach their academic, social, emotional and physical potential. This occurs in a highly supportive and responsive environment that is respectful of all but understands that the students of Como Primary School are central.

We present this handbook to support your child's transition to Como Primary School.

If you would like to discuss any of the matters contained in this information booklet, please feel free to contact the Principal, our Deputy Principal's, Mrs Penny Herne and Mrs Emma Lipscombe, or our Manager of Corporate Services, Mrs Joanne Adams.

Contact Information

Telephone: 08 6455 0350
Email: Como.PS@education.wa.edu.au
Address: 206 Labouchere Road
Como WA 6152

School Vision

Building an inclusive community where all are inspired to learn and empowered to excel.

School Creed

*This is our School
Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here, love of one another,
Love of mankind, love of life itself, and love of God.
Let us remember that as many hands build a house,
So many hearts make a school.*

School Term Dates for 2023 for Students

Semester 1	Term 1	Wednesday 1 st February – Thursday 6 th April
	Term Break	Friday 7 th April – Sunday 23 rd April
	Term 2	Wednesday 26 th April – Friday 30 th June
	Term Break	Saturday 1 st July – Sunday 16 th July
Semester 2	Term 3	Tuesday 18 th July – Friday 22 nd September
	Term Break	Saturday 23 rd September – Sunday 8 th October
	Term 4	Tuesday 10 th October – Thursday 14 th December

School Development Days

There are six school development days during 2023 when students do not attend school. You will be notified of these dates in the school newsletter, and you will also be provided with an online term calendar within our newsletter before the beginning of each term to help you plan for the days when students will not attend school.

As mentioned above, the weekly school newsletter is emailed to parents on Thursdays and is also available to read on the school's website, which includes an events' calendar and much of the information provided in this handbook. Our web address is:

<http://comoprimaryschool.wa.edu.au>

School Term Planner

Our term planner is available on our Schoolzine Calendar attached to the weekly newsletter and through the Schoolzine (SZ) App. Events such as public holidays, sports carnivals, excursions, School Development Days, P & C meetings and Board meetings will be listed. It is hoped that these term planners will assist our school community to be well informed of school events and be able to become more involved in the life of our school.

Enrolment Procedures

Como Primary School is a local area intake school. Children must reside within the school's intake boundaries in order to be eligible for enrolment. Please see the school website for boundary information. Applicants who

live outside the school's catchment area are welcome to submit an enrolment application, but it will be subject to the current school enrolment at the time of the enrolment request process and the principal's decision. Parents of prospective students must complete an application for enrolment form. A member of the administration must sight proof of birth date; i.e. birth certificate/passport and in the case of overseas arrivals, the sub class visa number must also be provided. Please ensure that all details on the form are correct and complete. Overseas fee-paying students must pay fees to TAFE International (TIWA) before commencement. It is not always possible to make an immediate decision on an enrolment application and parents will be notified as soon as a decision is made. This may take a few days.

Once a student is accepted, parents are asked to fill in an enrolment card. Please include your child's immunisation history. If applicable, a Health Care form must also be completed at this time and annually thereafter. New families are invited to meet with a member of the leadership team to share information which will support a smooth transition for their child/children.

It is essential that the school is kept informed of any changes of address, telephone numbers, emergency details, email address, etc. Parents wishing to update such information may do so by contacting the School Administration or via the SZApp.

COVID-19

The school will follow all directives from the Department of Education and the Health Department WA in relation to COVID-19.

Parent Interviews and Meetings

Parent meetings are held in the initial few weeks of the year, in order to facilitate each child's transition into the new class/school. A teacher or parent may also arrange an interview as the need arises. Parents are requested to please phone the school in advance to make suitable arrangements.

Custody Details

There are families where one parent does not have access to the children or has restricted access. It is important that we as a school know of such details. Please let us know of any custody details so that they can be noted on the child/ren's admission card. Please note that without evidence in writing of custody we may not be able to comply with your wishes. Please provide the school with a copy of any relevant up to date family court orders.

It is particularly important that we know of any changes to those details, so please keep us up to date. In a situation where the school has not been supplied with specific evidence of sole custody or similar, we are obliged to assume that both parents have equal access, so please let us have any details and evidence, which we can retain. It is not the schools' responsibility to enforce family court orders. The school will work with parents to enable family court orders to be followed.

Parent Involvement

There are many opportunities for parents to be involved in life at Como Primary. Parent involvement may include such things as listening to reading, craft activities and helping on excursions. If you specialise in a particular area and could pass on your expertise, class teachers would be only too willing to work with you. The canteen is another area in which parent help is always very welcome. Please contact the school canteen if you are interested in being on the canteen parent help roster.

As a school with a very diverse cultural mix, we value parents sharing aspects of their culture with their child's class eg food, clothing, celebrations when appropriate.

Parents & Citizens Association

The P & C relies on the active engagement of parents who volunteer their time to work with staff for the benefit of all children who attend the school. Meetings are held twice per term and are advised through the school newsletter. All parents are welcome at P & C Meetings. Meeting times are in our weekly newsletter.

School Board

Our School Board consists of six parents, two community members, three staff and the Principal. The Board meets twice a term to discuss aspects of school governance including financial planning, the school Strategic Plan, targets and the Annual Report. The Board has responsibility to approve school contributions, dress code, school requirements (book lists) and extra cost components (e.g. incursions & excursions) and also to monitor school progress in a range of areas.

Communication

The policy of the school administration is to have meaningful communication with parents with the publication of our weekly newsletter, published online each Thursday via the school's website and is also delivered to your designated email address. This newsletter can be transferred into over 80 languages. Please keep your email details up to date with the school office. We also have brochures on "Talking to your School" (Appendix A in this handbook) and "Dealing with Problems" available in the office. Our complete Communication Policy is available on our school website: <http://comoprimarieschool.wa.edu.au>

Parents are very welcome to visit the school at any time to discuss matters regarding their children with either a School Administrator or the class teacher. This can often be to the mutual advantage of parents, children and teachers. To save disruptions to normal class routine, however, parents are asked to arrange visits in advance, either by, email or by ringing the school on 6455 0350.

Newsletters

A parent/school communication App for your mobile phone is available by going into the App Store or Google Plus on your mobile, typing in Como Primary School and selecting the Schoolzine App.



Connect

Connect is a secure, web based communication system developed and maintained by the Department of Education. It provides teachers, students and parents with secure access to a collaborative online learning environment via the internet.



Como Primary School is using Connect to distribute information to parents of current students and not the general public. This includes

- A messaging function for teaching staff to send messages and notes to individual parents, parents of classes, year groups or the whole school.
- The messaging function is also for teachers to communicate to their class groups. This could be about homework, class activities, reminders, requests for class parent help, photos of excursions and more.

Connect allows teachers to provide general class information to you about the teaching and learning activities that his/her class are undertaking. Student summative Semester Reports can only be accessed by parents through Connect.

To access Connect you will need internet access. A registration form is provided on enrolment. Once this is processed, login details are emailed to the address provided. Should you have problems with login, please contact the office. The web address is <https://connect.det.wa.edu.au>. You will need your user name and password to login.

Connect App

The 'Connect Now' app is available from the Apple App Store and for Android from Google Play. This app allows you to receive instant notifications on your phone and easily view Connect notices, photos or attachments without having to log onto the Connect website, allowing you to easily stay up to date with your child's schooling.

Attendance / Absentees

The Education Act stipulates that all children must attend school daily from Pre-primary until the end of the year in which they turn 16 years of age. Only in special circumstances, and with written permission from the Minister of Education, can an exemption be made.

Our Attendance Officer may do a home visit should frequent absences occur. If your child is absent from school, parents are required to inform the school via Schoolzine App, email or by phone on the day of your child's absence.

If your child's class is involved in an excursion in which he/she is not participating, he/she must still attend school. Suitable work and supervision is always provided.

The Principal does not have the authority to approve absences for family holidays, shopping excursions, caring for other sick family members, etc. and absences of this nature must be the responsibility of the parents themselves. The principal needs to be informed in writing if a student is going on an extended holiday. Students who are absent for a continuous period of six weeks without parent notification will be removed

from the school role. Officers of the State Welfare system do have the authority to check school rolls, and may question school absences other than those involving illness.

Punctuality

School commences at 8.45 am. Children who arrive late cause disruption to the class morning program and we encourage parents to assist their children to be punctual. Children should NOT however be at school before 8.15 am when supervision commences, unless in extreme circumstances. Children arriving between 8.15 and 8.30am are required to go to the library until 8.30am when small ball games are permitted in the quadrangle.

The following bell times operate:

8.45 am	School commences
10.55 – 11.15 am	Morning recess
12.15 – 1.02 pm	Lunch
3.05 pm	Dismissal

Integration of Children into the School Routine

It is understandable that parents may wish to bring their child into the school daily, but after the first week older children are encouraged to separate from parents at the school gate or playground. Please don't regard this as a lack of desire by staff to meet with parents. On the contrary, we are keen to meet all parents as early in the school year as possible. Encouraging your child to manage their school day independently promotes responsibility, confidence and resilience and enables them to adjust to school routine more readily.

House Organisation

Children in Years 1-6 are placed in Houses, viz. Challenger - Green, Canning - Red, Stirling - Gold, and Forrest - Blue, for the year's activities and remain in the same House for winter and summer sports. Houses take turns in performing various duties and compete annually for a House Shield. The school has shields for competition in House Swimming, House Athletics, Cross Country and for the "Best Organised House". This House competition, embracing all aspects of school life is a wonderful training in community spirit, cooperation, responsibility and leadership. There is also a P & C Sports Shield, which is awarded each year to the overall Champion House in Sport. All students are encouraged to wear their House shirts each Friday. Pre-primary students are allocated a House in early Term 3. If they have older siblings at Como PS, they will be in the same House.

Students also earn House Points and Honour Certificates for excellent behaviour, work and effort. These are acknowledged at assemblies and points go towards a Term Trophy and Annual Shield for the winning House.

Collection of Children after School

The school day finishes at 3:05pm. The school cannot ensure supervision of children after this time, as staff are not employed to supervise children after 3:05pm. All unsupervised children should leave the school promptly after the home-bell. Any child who remains at the school after 3:05pm must wait at the Kiss and Drive area in Coode Street. After 3:15pm they will be taken to the Office and parents contacted. Children will then need to be collected from the office area. We understand that parents can be held up through no fault of their own and in these circumstances, we would appreciate a call to let the school know so that we can make appropriate arrangements.

Out of School Care – OSHClub

OSHClub is an organisation that provides a service of care and recreation for early childhood and primary school children during out of school hours. The centre operates from 7.00am – 9.00am and 2.45pm – 6.00pm, 5 days per week during the school term and from 7.00am to 6.00pm on school holidays at Como Primary School in our undercover area. Children may use the facility on an occasional or full-time basis. Enquiries can be made by phone on 0447 291 898 or email como@oshclub.com.au.

Notes for Excursions, Transport and Inability to Participate in Sporting Activities

Excursions play a major part in the school programme and at times it is necessary to transport children to various venues. Sometimes, when numbers are small, it is uneconomical to hire buses for the occasion and private transport may be used. Written permission is sought to allow children to participate in these events, and parental assistance is sometimes requested. Fitness, Physical Education and sport activities are an integral part of children's education. If your child is injured or recovering from an illness, and is unable to participate, a note is required. Please stipulate the date on which the child can resume regular physical activity.



Incursions

Through the year we are occasionally visited by performing groups presenting items, such as cultural, mathematics and science events, drama groups, etc. Incursions are limited to four in a school year. When this happens, parents are advised by letter and the cost of the performance is requested. Your support in this area will be appreciated as we only allow visits from groups whose performance will be of educational benefit to the children.

Visitors to the School During the Day

Visitors to our school are required to wear a badge that clearly identifies them as a visitor. Visitors who are working in the school in some capacity such as, Parent Classroom Helpers, Canteen Helpers and Student Mentors etc., are required to sign in on the iPad at the Administration Office or Early Learning Centre on arrival on the premises. They also need to exit the school via the Administration Office or Early Learning Centre to return their badge and sign out of the iPad to record the time of departure. Parents and Carers who are on the enrolment form as legal guardians of students enrolled at the school, and who attend the premises solely for the purpose of dropping off or picking up their children, do not need to sign in. As you will understand it is very important that the school is aware of any visitors on site to our school during the school day.



Early Release Notes

If you wish to collect your child before the finish of the school day you must collect a leave pass from the school office to present to the class teacher. Teachers will not release students from their classrooms without this pass. This is to ensure the safety of all students. The office checks that people collecting students have legal guardianship and are on the contact list for that student.

2023 Contributions

School Voluntary Contributions

\$60 per student

School Voluntary Contributions are used to enhance the teaching and learning opportunities for all students and supplement funding gained from other sources, including the State and Federal Governments (Contributions can make up to 5 - 10% of the annual School Budget). At Como Primary School, the School Contributions will be used to purchase supplementary materials and resources used in classrooms in the following areas:

- **English:** continually updating reading resources
- **Mathematics:** maintaining quality resource materials
- **HASS and Science Resources**
- **Physical Education:** maintaining and replacing equipment
- **Visual Arts:** craft, art supplies
- **Music:** instruments
- **Information Communication Technology (ICT) Resources**
- **Library Books**
- **Photocopying:** maintaining adequate resources

P & C Voluntary Approved Request:

\$30 per student

The P & C supports the school in offering an array of services, programs and resources that is well in excess of what the school could offer with the \$60 School Contribution and Government funding. The P&C voluntary request goes towards payment of the school Athletics and Reading Eggs Licences which all students in the school have access to.

Methods of Payment for Voluntary Contributions

1. **Pay at School** – payment can be made by direct debit, cash, cheque or Eftpos at the beginning of the new school year to the school office.
2. **Payment as a part of 2023 Personal Use Item List (Booklist)** – you can also pay via the online provider (Vaucluse Newsagency) as part of your order of the 2023 Personal Use List (Booklist).

2023 Charges

Charges vary across year levels depending on the range of activities undertaken. Below is a breakdown of all **possible estimated charges** for your child's participation in expected class and school activities. The school will not exceed these charges and they are only paid when the child participates in the various class/school activities.

Throughout the year, notes will be sent home asking for permission and payment for your child to participate in events such as excursions, incursions and sporting activities. If no payment is received, an educational activity with a similar outcome will be provided to that student.

The table below indicates an estimated maximum cost outlay for 2023

ITEM	K	P	1	2	3	4	5	6
Excursions	*40.00	*40.00	50.00*	*50.00	*50.00	*75.00	*75.00	*75.00
Incursions/Visiting performances	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Special Days	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Precocious Project		15.00	15.00	15.00	15.00	15.00	15.00	15.00
Interschool Sport					20.00	*60.00	*60.00	*60.00
Swimming		*60.00	*60.00	*60.00	*60.00	*60.00	*60.00	*60.00
EduDance		38.00	38.00	38.00	38.00	38.00	38.00	38.00
Choir					50.00	50.00	50.00	50.00
2 Overnight Camp								*300.00
Leavers Shirt								41.00
School Diary			7.00	7.00	7.00	7.00	7.00	7.00
iPad (Bring your own device)						**470.00		
iPad Case						**45.00		
iPad Apps						15.00	15.00	15.00
Class Photographs	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Personal Items/ Booklist (estimate)	68.00	89.00	140.00	180.00	163.00	147.00	126.00	127.00
Instrumental Music							\$110.00	
PEAC (average cost)							\$300.00	\$300.00

PEAC CHARGES for Year 5 and 6 students, if selected, will be no more than \$300 for the year. (Cost depends on courses selected which range from \$15 to \$110)

*The component of bus hire on excursions are non-refundable

**One off payment for the BYOD iPad program lasting 3 years from Y 4-6. The prices indicated are based on current retail price and may be subject to change.

Please note: Year 6 Instrumental Music students will need to purchase/hire their own instrument privately.

Damaged or Lost Resources – A replacement charge for damaged or lost resources (e.g.: library books, reading books) will be applied where applicable. An invoice will be generated and sent home with the student. Payment can be made to the administration via cash and EFTPOS.

Personal Requirements Lists

These lists are handed out to students in November each year. Children who enrol during the year are given requirements list upon enrolment. We request that parents please provide **ALL** these requirements. All the items listed are essential and most can be obtained from various newsagencies or department stores. Student workbooks, though, will only be obtainable from the preferred supplier named on the list. Copies of these lists may be obtained from the office at any time.

School Uniforms

It is school policy for every child to wear our uniform to school every day. School uniform is compulsory on excursions. The school uniform creates a sense of belonging for children as well as being an important element in our Safety Plan.

Boys' and Girls' Summer Uniform

Bottle green Skort
Bottle green shorts
School Polo T shirt
Mauve/white check dress (small sizes only)
House Shirt (to be worn on Fridays)

Girls' and Boys' Winter Uniform

Bottle green long pants
Bottle green zip jacket with school logo
School Polo T shirt
House Shirt (to be worn on Fridays)

School bags are available at various times throughout the year.

All these items are available through the school uniform shop, which is **open Friday from 3.00pm – 3.30pm** at the end of the verandah, next to Room 9.

Footwear: shoes, enclosed sandals or joggers - no thongs or calf high boots.

Second Hand Uniforms: We welcome donations of second-hand uniforms which go to our uniform pool. Money collected from sales goes towards P & C funds. These items are sold for \$5.00 each.

A “**No Hat, only play in the UCA (Undercover Area of the school or ECE)**” policy is in place all year. The school requires all students to wear wide brimmed hats throughout the year. Hats are available from the uniform shop. Please ensure your child's name is written on all hats and jackets.

Please visit www.uniformswest.com.au and create an account if you wish to order online.

Hair

All students with shoulder length hair or longer are recommended to pull back or tie hair up into a style that takes it off the shoulders. Not only is it neater, but it is necessary for safety and health reasons. It is recommended that all students with shoulder length hair, tie it up or pull it back.



Change of Clothing

Occasionally there are accidents so parents of Kindergarten, Pre-primary and Year 1 children are urged to provide a change of clothing for their child. When both parents are working, it is far more convenient to have a suitable change available. Your child's class teacher will arrange safe storage for these items.

School Equipment

Parents are expected to replace equipment from the school that is “lost” by children, such as reading books, library books, recorders, etc. Reading and library books vary and may be quite expensive. Vandalism will not be tolerated and if instances of this do occur, parents will need to replace damaged property. Fortunately, this is extremely rare at Como, but the policy is worth stating.

Lost Property

Items of clothing found around the school are placed in the lost property trolley situated on the verandah outside Rooms 6 & 7. At the end of each term unclaimed articles are sent to a charity. Unclaimed items of uniform are sent to the second-hand uniform shop. Parents, **please write their child's name on all items of clothing and food containers.** Other lost items e.g., keys, glasses, wristwatches, mobile phones, if handed in, can be reclaimed from the school office.

Marking of Equipment

Please make sure that articles of clothing, books, bags and all equipment owned by your child are very clearly named so that losses may be more easily found and returned. With all children wearing the same uniform it is VITAL that all clothing be marked.

Library Bags

As the library serves all years we require all children to have a library bag (35cm x 40cm). This bag serves as a protection for books. Please note children are only permitted to borrow library books if they have their library bags. A library bag is available from the uniform shop.

Lunchtime - Eating Arrangements

Children must bring a packed lunch from home on Monday and Tuesdays. Children are not allowed to leave the school to purchase lunch. The P & C opens the canteen on Wednesday, Thursday and Friday for recess and lunch. You may order online up until 8.15am on the day of service.

Lunches are eaten designated covered eating areas. We encourage "Nude Food" and healthy choices – no waste is best!

Approximately 15 minutes is allocated to eat lunch and children are not allowed to leave until they have finished eating.

We are a NO lolly school.

Canteen

Our school Canteen is open from Wednesday – Friday each week. You can order your lunches through our online ordering system, Spriggy Schools.

Student Birthdays

Students may bring individual small cupcakes to celebrate their birthday. Cupcakes for the class may also be ordered from our canteen to help celebrate your child's birthday. No lolly bags.

Inclement Weather

It has been school policy to carry on with arrangements for sporting fixtures, special days, etc. despite the threat of rain. Only in extreme circumstances will events be postponed.

Parents should ensure that children have a change of dry clothing if they face the possibility of getting wet during interschool events.



Mobile Phones & iWatches

Mobile phones and iWatches **MUST NOT** be switched on inside the school gates and are to remain with the classroom teacher **AT ALL TIMES**. Phones and iWatches should be checked in with teachers at the commencement of each day and collected after the final siren.

Managing Student Behaviour Policy

The school rules at Como Primary School are based on our Values and Virtues program. Our Whole School Positive Student Behaviour Policy is available on our website.

CODE OF BEHAVIOUR:

We avoid minor breaches by following these procedures:

- Outside we always wear a wide brimmed hat or play is restricted to the Undercover Area
- Walk on hard surfaces around the school
- Keep our grounds and school buildings neat and tidy
- Sit in designated areas to eat. At lunch we eat politely and wait until you are dismissed at 12.30pm to play
- Return to class on time
- Show sportsmanship and respect when playing in the correct areas
- Care for our environment
- For safety reasons, we walk bikes and scooters in school grounds

We avoid major breaches by following these procedures

- We do not tolerate fighting, bullying, swearing or teasing
- We respect school or others' property
- We use toilets properly and practice good hygiene
- Only enter classroom when a teacher is present
- We are careful and avoid throwing objects in a situation that may injure others
- We stay inside the school grounds during the day, unless on an excursion
- Mobile phones and iWatches are handed to the classroom teacher at the start of the school day. We don't use them at school

Discipline Statement

Our school community believes that the students, staff and parents have a right to work together in a safe and caring environment, showing respect, cooperation and kindness towards others.

We also aim to:

- Empower children to own and accept responsibility for their behaviour.
- Establish clear guidelines that protect the rights of all individuals, where the procedures, consequences and rewards are clearly defined and known by the school community.
- Establish procedures to communicate behaviour management information with the school community.
- Maintain a partnership between teachers and parents in the behaviour management of Como Primary School students.
- Recognise that it is only through the united effort of the school and the home that high expectations for our students can be achieved.

At Como Primary School, all students commence with and retain good standing while exhibiting our key values. Loss of good standing occurs after a suspension or series of behaviours not aligned with our Positive Whole School Behaviour Policy.

Management of Bullying

Bullying is any repeated wilful, conscious behaviour intended to hurt another person, either physically or emotionally.

BULLYING WILL NOT BE TOLERATED

It is everyone's responsibility to prevent it happening. The school has programs established to promote a caring and supportive environment. These educative and positive programs should ensure that bullying and violence are minimised. However, in the event that bullying occurs the school will react firmly and promptly.

Through the Health and Pastoral Care Programs, as well as assemblies.

Children will all know:

- Bullying is not "OK". It is about power over others.
- Bullies come in many forms (alone or in groups).
- We can all be bullies or bystanders in given situations.
- Do not ignore bullying - support the victim.
- If you are being bullied tell someone.
- REMEMBER: We all fall out with our friends. One quarrel is not bullying. No one has to put up with persistent unkindness - which is bullying.
- The school will counsel bullies to establish WHY and support them to form and maintain positive, respectful relationships.

ALL INCIDENTS of bullying should be reported to the school.

For further details regarding our Whole School Positive Behaviour Management Policy, please refer to our school website: <http://comoprimaryschool.wa.edu.au>

Bicycles

A bicycle cage is provided for children's bicycles should they decide to ride to school. They are encouraged to lock their bicycles in this cage but we cannot accept responsibility for bicycles that "disappear" whilst children are at school. Under no circumstances are children to borrow bicycles to ride for any reason, nor to touch other children's bikes. Parents, please note for obvious safety reasons it is a school rule for bicycles to be walked from the gate to and from the bicycle racks. The rules for bicycles also apply for scooters and skateboards. Bicycles, scooters, skateboards and roller blades are not permitted to be ridden in the school grounds at any time. The cage is locked at the start of the school day and unlocked at 3.05pm

Traffic

Como Primary School is surrounded by busy roads. Parents are asked to help children be aware of road safety rules. Your continuous reinforcement in the home will help. It is relevant to point out that the National Safety Council discourages unaccompanied children to ride bikes to school under the age of 10 years. We encourage students & parents to utilise active transport as a means of coming to/ from school. Our school policy supports this, and it also supports the wearing of safety helmets by all cyclists.

A crosswalk attendant is on duty before and after school on Thelma Street for children's safety.

Parking

The staff car park is **not** to be used for picking up or setting down of children. Not only is it dangerous, but parking is limited. When picking up and setting down children, parents should use the designated **KISS AND DRIVE ZONE** on Coode Street, or the angle parking spaces specially provided in Alston Avenue.

Please do not use Thelma Street as a “drop off” or “pick up” point for children. The Kiss and Drop Zone in Coode Street is designed for this purpose. Rangers do periodically patrol this area and fines are often imposed for breach of parking regulations. Parents, for safety reasons we urge you to use these areas correctly.



Practice School

Como is a “Practice School” which means that at various times during the year Pre-Service teachers and Educational Assistants may be at the school teaching under the guidance of staff. The Pre-Service staff bring a wonderful new dimension to the classrooms.

Students Leaving During the School Year

If your child is permanently leaving our school, please advise the office two weeks prior to departure. Please leave a forwarding address so that any materials belonging to your child can be posted on to you.

Valuables

Children are NOT to bring along valuables, viz. electronic games, iPods, radios, jewellery, etc., that may be mislaid or damaged during school activities. Additionally, there should be no need for children to carry large sums of money to school. Again, the school cannot accept any responsibility for such items and sums of money.

Raffle Tickets

Parents are requested **not** to send raffle tickets with children for sale in the school. Although we understand the need for community groups to raise funds, the school is not the place for this.

EdConnect

Our school engages with the EdConnect organisation that trains adult volunteers to work as classroom helpers or as student mentors. Classroom teachers will refer children who may benefit from having a mentor to Mrs Herne, who is our school EdConnect Co-ordinator.

Homework Policy

Background

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts and explore new ideas and new situations learned at school.

There is a community expectation that secondary schools, in particular, will set and mark homework. Many community members see homework as tangible evidence that the school cares about the educational progress of students. Homework can also be a means of furthering school-home relationships and can assist in keeping parents informed about the student’s learning program and progress.

Guidelines

Homework must:

- only be used to facilitate the achievement of learning outcomes;
- form part of a developmental learning program that is responsive to individual needs, clearly relevant, supported by classroom practice and, where appropriate, developed in collaboration with students; and
- be disassociated from any form of punishing students or means of securing discipline.

Homework should:

- support the development of the student’s independence as a learner;
- further the partnership between school and home;
- avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student;
- be set without impinging on reasonable time for family, recreational, cultural and employment pursuits relevant to the student’s age, development and educational aspirations;
- be balanced across learning areas so as to avoid stress and overload;
- be phased in gradually and consistently as students move through the upper primary years and

- sustained through the secondary years; and
- be consistently applied, monitored and assessed in a whole-school approach that is responsive to individual needs and learning area requirements.

Homework is recorded in student diaries and is an excellent tool to enable students to become well organised with their homework.

To further improve personal organisation it is suggested that Year 3-6 students make a weekly homework timetable and record when they will do their homework Monday-Friday.

Our Homework Policy can be found on our school website.

Below is an outline of some of the types of homework provided and maximum time per day for students to do homework at Como Primary School:

Years 1 – 2 (10-12 minutes max)

- Home reading of teacher provided books
- Home reading of individual choice books
- Learning spelling words
- Mental math activities aimed at reinforcing number combinations and processes

Years 3 – 6 (15-20 minutes for Years 3 & 4 and 30 minutes Year 5 & 6 max)

- Reading of library books and selected Renaissance books
- Finishing written class work not completed during the day
- Refining draft work commenced in class
- Reviewing work covered in class eg math, spelling
- Research for HASS and Science

Year 3 -6 students write their homework tasks in their school diary.

NB: Music practice for those involved in the school's instrumental program is in addition to class homework.

Technology and Homework @ Como

Students have access through their personal login details to these school supported online programs:

Reading Eggs that supports literacy skills

Mathletics that supports numeracy

Language Nut that supports our French program

Renaissance Reading Program

At all times, parents should closely monitor their child's use of the internet. No homework involving iPad apps nor involving social media/collaborative online projects will ever be given to our students.

Parents are reminded that in order to keep up to date with cyber safety they should visit the government site:

<https://esafety.gov.au/>

Suggestions for Parents

- Children need the opportunity to play and relax after school
- Homework is best done at a quiet time set aside for homework completion

Student Homework Diary/Organiser

All Year 1 – 6 children are required to have a diary/homework organiser. These homework notebooks are an integral part of what children do in class every day. We request that parents check these and provide written feedback to teachers and children where appropriate. These should be used every day by children and are regularly perused by teachers. The effective use of homework diaries will do much to ensure success for your child and a parent's role in this is vital. The Diary is also an excellent tool for parent/teacher communication.

The school diary is available for purchase from Admin.

Policy for Children on Holidays During the School Term

Periodically parents from our school choose to take holidays during the school term. While this is clearly the parents' decision, some degree of disruption will obviously occur to your child/ren's education.

In such instances it is not our policy to send homework / work sheets with your child/ren. In the main such work-sheets are not prepared in advance, and without the actual lesson and instructions are of little real educational value.

However, we realise that your child's education will continue during the holiday, and indeed travel is certainly a wonderful educational experience. For this reason, we encourage you to use the holiday as the class room and request that you, the parent/s take on some of the teacher's roles.

An ideal approach is the Holiday Journal/Project. A scrap book or exercise book is best and we encourage DAILY collection of all sorts of interesting things. A few examples are: -

- Travel brochures and maps of your journey (country)
- Information given out by museums and art galleries
- Postcards and family photographs
- Tickets for transport or entry to tourist areas
- Menus from restaurants and cafes
- Newspaper cuttings of interesting cultural matters
- etc.

We encourage children to paste such items in their journal and to write a brief account about what they have done, where they have been each day. By collecting some “memorabilia” each day your child will be encouraged to make a very real and worthwhile project.

Such a task is clearly an exciting and real learning experience for children. We request you to encourage your child to undertake such a project while on holidays during the term.

Upon returning to school we encourage your child to bring their project to school to both share their experiences with their class mates, and for the classroom teacher to get some idea of the work completed by the child during their absence from class.

Policy for Parent Requests for Early Writing of Children’s Reports

Periodically parents move from our school, or take holidays around the time that children’s summative reports are being prepared. As you can imagine the careful compilation of reports is a very time consuming one, and unfortunately we CANNOT issue reports early.

Your child’s report will be posted to Connect in the final week of Semester 1 & 2.

PP – 3 Special Assembly

Our Special Pp-3 Awards Assembly is attended by the Pp-3 students during school hours. It is a simple but special occasion to celebrate the end of the school year for our younger students. Academic Excellence and Endeavour Awards are presented to selected Year 1, 2 and 3 students from each class and our Pp students receive ‘Graduation Certificates’ to farewell the Early Childhood Area.

We hope that parents can join us for this event. Details are in the newsletter each year and on the Term Calendar.

Speech Night – Years 4-6

This event is held for children in Years 4-6 in the evening during the last weeks of the school year. The main purpose of the evening is to acknowledge the efforts and achievements of students, parents and staff. It is a celebration of our successes.

The evening affords the outgoing Year 6 children pride of place. They are all presented with Graduation Certificates, as well as featuring significantly in receiving numerous awards. Prizes are also awarded to four students in each classroom from Years 4-6. The Excellence Awards based on results in Literacy, Numeracy, HASS and Science. The Endeavour Award for good results and a positive work ethic, doing ‘Only Our Best’.

Such evenings are a long standing tradition at Como Primary and are extremely well supported by the school community. While attendance at Speech Night is voluntary, almost all children and parents do come along as this is one of the delightful features of Como Primary School.

The evening usually commences at 6.30 pm and concludes by 8.00 pm.

Health Education Curriculum

This school implements the WA Education Department’s Health Curriculum. Included in this Curriculum are sections on growth and development, which we feel promote individual and community health. Should you require any information regarding any health topics covered please contact your child’s teacher.

First Aid and Health Care at Como Primary School

We would like to make parents aware that our capacity at Como Primary School to babysit sick or injured children is very limited. As teachers, we are not trained to deal with serious illness or injury. Such matters are in the domain of the medical profession.

While we can treat minor cuts, abrasions, etc., and children who are feeling a little off-colour can rest in the first aid room, more serious problems will have to be dealt with in the following way:-

1. In the case of all head injuries or any reasonably serious injury parents will always be contacted. We would ask in all these cases that parents come up to the school and decide whether their child remains at school, goes home or is taken to the doctor by the parents.
2. In the case of a child feeling extremely ill and in obvious pain we will contact parents and again ask that parents come to the school to decide if their child should be taken home. Clearly if the child has influenza, chicken pox, etc. he/she should not attend school. The department also strictly forbids us to administer to children any Panadol, Disprin, etc.
3. If parents are unable to be contacted or unable to come to the school and the Principal or Deputy Principal believes that medical attention is needed, the child will be sent to the nearest public hospital by ambulance. With our duty of care responsibility for all our children, we are required to act in all cases as a caring and responsible teacher. Parents would be responsible for the cost of the ambulance and hospitalisation. However, if parents belong to the St. John Ambulance Association the costs for such transport and treatment would be negligible. The obvious advantage for our seriously sick or injured children is that they will be receiving expert medical care in the shortest possible time. In such cases emergency contact friends of the parents would be advised by phone of this action and we would confidently assume that these responsible people would pass on this information to parents at the earliest possible opportunity.

As always, we assure you that any action taken by us at Como Primary School is always with the safety and welfare of our children being the most important consideration.

All queries or concerns should be directed to the Principal or Deputy Principal.

Medication

It is the parents' responsibility to provide the school with adequate information regarding the details of any medical condition that may require specific action and/or treatment under emergency conditions.

If a student is required to take prescribed medication while at school, parents must complete the appropriate form which is available from the office.

Dental Service

Children have the opportunity to utilise the free dental service at the Mt. Henry School of Dental Therapy. Appointment cards are sent to the school and passed on to the children for their parents to make arrangements directly with the Dental Clinic. Parents should realise that Como Primary School is only the agent for the Dental School. Enquiries should be made directly to Mt Henry on 9313 0552. Their address is 43 Mt Henry Road, Como 6152.

Health Provisions

The Principal of a school may, for such a period as he deems necessary, exclude any child who is suffering from any contagious, offensive or infectious disease or is not immunised, or who is habitually of unclean habits. For your information, set out in the next two pages you will find extracts from the Health Act as they apply to Education Regulations in State Schools.

IT IS RECOMMENDED BY THE HEALTH DEPARTMENT THAT ALL IMMUNISATIONS BE KEPT UP TO DATE PRIOR TO ADMISSION TO SCHOOL.

Children enrolling in Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (**AIR**)

Immunisation History Statement as proof of immunisation.

Chicken Pox

Symptoms – fever, fatigue, and a generalised rash characterised by small vesicles (blisters) that rupture to form crusts.

Exclusion Period – Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

Contact – Refer all immunosuppressed children to their doctor. Do not exclude other contacts.

Conjunctivitis

Symptoms – sore, itchy eyes and discharge.

Exclusion Period – Exclude until discharge from eyes has ceased.

Contact – Do not exclude.

Impetigo (School Sores)

Symptoms – itchy pustules and scabs.

Exclusion – Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Contacts - Do not exclude

Treatment – antibiotic treatment available – refer to doctor

Hepatitis A

Symptoms – malaise, abdominal pain, loss of appetite, nausea, fever, jaundice, dark urine and pale faeces.

Exclusion Period – Exclude for 14 days after onset of illness (if not jaundiced) or 6 days after jaundice appears.

Contact – Do not exclude. Contact management will be coordinated by Department of Health staff.

Measles

Symptoms – lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever and rash.

Exclusion Period – Exclude for 4 days after the onset of the rash.

Contact – Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated with 72 hours of their first contact with the first case, then they may return to school following vaccination. Contact management will be coordinated by Department of Health staff.

Mumps

Symptoms – painful, swollen salivary glands, fever, headache, painful testicles or ovaries.

Exclusion Period – Exclude 9 days after onset of symptoms

Contact – Do not exclude

Parvovirus B19. (*Erythema infectiosum*, “Fifth” disease, “Slapped Cheek” Syndrome)

A common, acute, viral infection, symptoms include fever, red cheeks and neck, itchy lace-like rash on the body and limbs. (This infection is not caused by the same parvovirus that infects dogs).

Transmission: Airborne or droplet infection; direct contact with contaminated nose or throat secretions; mother-to-baby. **Incubation period:** 1 to 2 weeks. **Infectious period** not infectious after the rash appears.

Exclusion: Do not exclude. **Contacts:** Do not exclude. **Pregnant** women who may have been exposed to parvovirus B19 should consult their doctor.

Treatment: varies with symptoms. No immunisation available.

Pertussis (*Whooping Cough*)

Symptoms – runny nose, cough and vomiting

Exclusion Period – Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment

Contact – Contact management will be coordinated by Department of Health staff.

COVID-19

The school will follow all directives from the Department of Education and the Health Department WA in relation to COVID-19.

Ringworm

Symptoms – small scaly ring of inflammation.

Exclusion Period – Exclude until 24 hours after treatment has commenced.

Contact – Do not exclude

Rubella

Symptoms – fever, sore eyes, swollen glands (especially behind ears), generalised rash.

Exclusion Period – Exclude for 4 days after onset of rash

Contact – Do not exclude. Refer pregnant contacts to their doctor.

Head Lice

Symptoms – scratching and the presence of “nits” (eggs) and lice in the scalp hair.

Exclusion – Exclude until the day after treatment has commenced.

Contacts – Do not exclude.

A Head Lice Fact Sheet is available from:

www.public.health.wa.gov.au/

*NB: **Contact** means brother, sister or anyone who has been in contact with the patient.*

There are several effective ways to treat head lice. One is listed below. Choose whichever method best suits you and your family. For successful removal of head lice, be sure to follow the directions for your preferred treatment exactly.

10 Day Hair Conditioner Treatment for Head Lice

Head lice can be more easily removed by applying plenty of hair conditioner to dry hair before combing to remove live lice and eggs (nits). Any type of hair conditioner may be used, including generic ‘home’ brands, together with a metal fine-tooth ‘nit’ comb. Suitable ‘nit’ combs can be purchased from most pharmacies.

What to do:

- Apply **plenty** of hair conditioner to the **dry** hair until saturated.
- Comb through with an ordinary comb or brush to remove tangles.
- Section and comb the hair thoroughly with a metal fine-tooth ‘nit’ comb in 4 directions – forwards, backwards, left, and right.
- Wipe the comb on a white paper towel to check that the dark adult lice or the paler hatchlings are being removed. Hatchlings are young lice which emerge from eggs. You may need to use a magnifying glass and a strong light to see the lice and eggs.
- Using white hair conditioner may make it easier to see the head lice.
- Rinse the hair conditioner out and dry the hair.
- Repeat this process daily for 10 days to cover the hatching period of the eggs. This removes the hatchlings which emerge from missed eggs.
- Check your finds for adult head lice each day after commencing the 10-day combing period. If any are found this will be a new infestation. You will need to start again from Day 1, as new eggs may have been laid.
- Check for lice reinfestation once a week for at least 4 weeks after completion of the 10-day treatment. Hair conditioner makes the inspection easier.
- Check all other household members for head lice infestation using the method described above.

Under the School Education Act 1999, a principal may exclude a child with head lice from school until treatment has commenced. The Department of Health recommends exclusion at the end of the school day. The children may return to school when all live head lice have been removed. A few remaining eggs are not a reason for continued exclusion. However, the parent must continue treatment until all eggs and hatchlings have been removed, usually over the following ten days.

APPENDIX A - TALKING TO YOUR SCHOOL

INTRODUCTION

The relationship between the home and the school plays a very important part in a child's education.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

What might you talk to the school about?

Issues particular to your child:

Attitude
Academic progress
Participation
Behaviour
How he/she gets along with teachers and other students socially and emotionally
Physical development and well-being
Development of responsibility
Non-attendance or truancy
Learning program issues

School or class issues:

Quality of teaching
Homework
Learning environment
General student behaviour
Pastoral care for students
School policies and procedures
Conduct of staff

Access to support services:

School and district level student services
Visiting teachers for students with disabilities
Visiting teachers for EAL/D students
Specialist facilities – language development centres, intensive language centres, socio-psycho educational research units, education support schools, centres and units
Programs for students experiencing difficulties with learning
Programs for gifted and talented students
Instrumental music program

How your school communicates with you

Reports on student progress
Regular information about the school through newsletters
Schoolzine App
Parent-teacher interviews
Notes
Surveys
Displays of children's work
Assemblies
Special events and celebrations
Specialised learning programs
Parent information booklets
Parent information sessions
Learning journeys / Open Classrooms
School Website

You are welcome to talk to your child's teacher whenever you need to. However, you should make an appointment to talk with the teacher, to avoid disrupting the learning program.

Information that is available from your school

Information on Department of Education and Training and school policies and policy changes
What is expected in relation to homework
Student behaviour management policy
Information about participation in the School Council, Parents and Citizens' Association, School charges
Excursions
School dress code

What can you do if you have a problem?

Seeking information as early as possible can solve many problems. If you have any questions or concerns about your child's progress, the homework set or the assessment procedures, contact the class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone conversation or meeting.

Interpreters are available to assist parents in communicating with the school. Please contact the school office if you would like the assistance of an interpreter, or an Aboriginal Liaison Officer. You can have a friend or adviser present during any discussion.

Parents have the opportunity for greater involvement in the school through the Parents and Citizens' Association and the School Board. These provide the opportunity for parents to express opinions on policy issues in the school.

