

Roebuck Primary School



Parent Information Booklet

2018

Through high quality teaching, leadership and expectations, Roebuck Primary School students will be positive, resilient, inclusive and successful citizens.

GENERAL INFORMATION



Roebuck

PRIMARY SCHOOL

| | |
|-----------------------------------|--|
| PRINCIPAL | Mr Kelvin Shem |
| DEPUTY PRINCIPAL | Mrs Louise Bowtell Mrs Lisa Hebble |
| CORPORATE SERVICES MANAGER | Mrs April Oswald |
| SCHOOL OFFICERS | Ms Monica King Ms Dixie Bartle Ms Chelsea Cook |
| ADDRESS | Corner Sanderling Drive and Spoonbill Avenue Roebuck Estate BROOME WA 6725 |
| POSTAL ADDRESS | PMB 4000, BROOME WA 6725 |
| TELEPHONE | (08) 9192 3377 |
| FACSIMILE | (08) 9192 3388 |
| EMAIL | roebuck.ps@education.wa.edu.au |
| WEB SITE | www.roebuckps.education.wa.edu.au |

GENERAL INFORMATION

SCHOOL HOURS

| | |
|-----------------|--------------------------------------|
| Commence | 8:00am (Doors open at 7:45am) |
| Recess | 10:00 - 10:20am |
| Lunch | 12:20 - 12:50pm |
| Finish | 2:00pm |

2018 TERM DATES

| | |
|---------|---|
| Term 1: | Wednesday 31 January – Friday 13 April |
| Term 2: | Monday 30 April – Friday 29 June |
| Term 3: | Monday 16 July - Friday 21 September |
| Term 4: | Monday 8 October - Thursday 13 December |

SCHOOL DEVELOPMENT DAYS 2018 (Pupil Free)

- ❖ Monday 29 January - RPS SDD
- ❖ Tuesday 30 January - RPS SDD
- ❖ Monday 30 April - RPS SDD
- ❖ Friday 25 May - Broome IPS Cluster SDD
- ❖ Monday 16 July - RPS SDD
- ❖ Friday 14 December - RPS SDD

VISITORS

ALL visitors are asked to sign in and out at the front office before proceeding onto and leaving the school grounds. This is a security and emergency management measure.

SCHOOL WEBSITE

To keep up to date with school information, policies and events regularly check the Roebuck Primary School website found at:

<http://www.roebuckps.education.wa.edu.au/>

ROEBUCK PRIMARY APP

Roebuck Primary School has a mobile APP which allows pop up messages and instant alerts to remind parents of upcoming events or changes. It includes sick note access and parents are able to view the school newsletter at the touch of a fingertip. You can download the APP by going to your APP store and searching for Roebuck Primary School.



“Android” Bar-Code



“Apple” Bar-Code

SCHOOL NEWSLETTER

You can subscribe to our school newsletter by the following link:

<http://www.roebuckps.wa.edu.au/newsletter/subscriptions/add>

WORKING TOGETHER

This information package is designed to assist parents, guardians and community members to come to know the standard procedures associated with the management and organisation of our school. We encourage parents to contact the school should there be anything that remains unclear.

Roebuck Primary School is a strong, safe school where we expect all to achieve their best; and by working together, our school community is able to support us to achieve our vision: *Working Together*.

OUR SCHOOL

Roebuck Primary School was the first regional 'School in Houses' in Western Australia. The school opened in January 2000 with 6 houses being utilised as eight teaching/learning areas; an administration building and a library. In 2005/2006 staff and students moved into their new school site on Spoonbill Avenue which incorporated three teaching blocks including purpose built music and art rooms, a library, undercover area and an administration building.

In addition to the classroom and office facilities the school has a hard court area providing courts for tennis, basketball and netball, cricket nets and pitch and a full size oval for football, athletics and other sporting activities.

In 2014 Roebuck Primary School achieved Independent Public School (IPS) status. Together with Cable Beach Primary School, Broome Primary School, Broome North Primary School and Broome Senior High School, the Broome Independent Public School Cluster is formed: **Five Schools, One Community**.

SCHOOL LOGO

Roebuck Primary School is a focus of the community atmosphere of Roebuck Estate and surrounding areas. The waterbird theme of the estate is used in the school logo. The Ibis and Spoonbill were chosen by the 2000 student body. As the school is built on Broome's original airport runway the theme of flight has been carried throughout the school building and surrounds.

LOCAL INTAKE SCHOOL

Roebuck Primary School is a local intake school and draws from the suburb of Djugun.

CLUSTER VISION (FIVE SCHOOLS, ONE COMMUNITY)

The Five Broome schools are of the highest quality. As the Broome Cluster of Independent Public Schools – 'Five Schools, One Community' our cluster priorities are to: share excellence, provide a seamless education from Kindergarten to Year 12, retain students and families in Broome, all in a safe and inclusive community.

CLUSTER VALUES

Excellence: personal and professional, be the best you can

Positive respectful relationships: between all Cluster staff, students, parents and the community

Commitment: to self, to others, to the school, to the Cluster.

CLUSTER PRIORITIES

- Share excellence
- Provide a seamless education from K to 12
- Retain students and families in Broome
- Safe and inclusive community.

VOLUNTARY CONTRIBUTION AND CHARGES

Under the School Education Act 1999 there are a number of changes to the manner in which schools report processes to their communities. One of these changes involves outlining proposed Voluntary Contributions and Charges for the coming school year prior to closure of the previous year.

Voluntary Contributions and Charges have been broken into five sections:

1. Voluntary contributions
2. Charges for extra cost optional components
3. Items for personal use in the educational programs
4. Other funding costs
5. Optional costs: non-educational activities

CONTRIBUTIONS

The Department of Education Voluntary Contributions, Charges and Fee Policy (August 2016) has set the maximum contribution by parents at \$60.00 per child K-6.

The Roebuck Primary School, School Board has determined the Voluntary Contribution for 2018 as **\$60.00** per child.

Money collected will be used to supplement school expenditure as follows:

| 2018 VOLUNTARY CONTRIBUTIONS AND CHARGES | | CHARGES – Extra Cost Options Estimated Maximum Cost | | |
|---|-------------------------------------|--|--------|-----------|
| VOLUNTARY CONTRIBUTIONS K-6 | | | | |
| Curriculum Area Cost | | | | |
| Curriculum | Area | Excursions/Visiting | K-6 | \$120.00 |
| The Arts | \$10.00 | Artists | | |
| English | \$10.00 | Interschool Sport | 1-6 | \$60.00 |
| Mathematics | \$10.00 | Swimming | 1-6 | \$90.00 |
| Science | \$10.00 | School Camp | Year 6 | *\$650.00 |
| Physical & Health | \$10.00 | Graduation | Year 6 | \$45.00 |
| Education | \$10.00 | Leadership Camp | 5-6 | \$60.00 |
| Library | \$10.00 | PEAC | 5-6 | \$200.00 |
| TOTAL | \$60.00 | | | |
| Cash or cheques are accepted (Payable to Roebuck Primary School) EFTPOS or a direct credit to school bank account:- | | * <i>\$650 is the expected total cost inclusive of all activities, accommodation, transport and food for a five (5) day camp. Parent fundraising has historically reduced the contribution to approximately \$300 per student. This amount per child per annum is therefore dependent and directly related to the effort and energy of the fundraising. Prior to camp, payment plans may be negotiated with the Principal.</i> | | |
| A/c Name | Roebuck Primary School | Payment will be requested during the school year when costs and participation by students is confirmed | | |
| Bank | Commonwealth Bank | <i>Voluntary Contributions and Charges were approved at Board meeting, 29 August 2017</i> | | |
| BSB | 066 505 | | | |
| Account No. | 10134441 | | | |
| Reference | <i>Please put your child's name</i> | | | |

PRE-PRIMARY INFORMATION

School Hours

Doors open at 7:45am and classes commence at 8:00am. The end of day siren is at 2:00pm.

Stationery Supplies

Please ensure that the items on the 2018 Personal Use Items list are brought to school as soon as possible. Please place all supplies in a plastic bag. Clearly mark your child's name on the front so that we can tick off the items that are brought in by each child.

What to Bring

- ❖ One piece of fruit or healthy snack for recess each day.
- ❖ Healthy lunch.
- ❖ Large school bag (large enough for lunches, school work, spare clothes). Label with child's name.
- ❖ Broad brimmed or legionnaire's hat everyday of every term. **(Please refer to the school Dress Code)**
- ❖ Safe shoes/sandals. Thongs or slip-ons are not suitable.

Parent Help Roster

Parents and family members are invited to participate in our roster. Each class teacher will notify you when this begins. Parent Helpers are requested to sign the Visitor's Book in the front office and wear a "Parent Helper" badge when on roster. Parents working with children in the classroom are required to complete a Department of Education "Confidential Declaration" which is provided in the Visitors Book or provide a current Working with Children Check (WWCC) number.

Recess and Lunch Times

We encourage parents to send in healthy snacks such as fruit, sultanas, dried fruit, muesli bars, fruit fingers and fruit snacks for lunch. We encourage children to eat their main meal before any additional snacks. The children are given half an hour to eat their lunch. After this time they are given the opportunity to finish eating outside in the shade. All remaining lunch is put back in their lunch boxes so you have an idea of how much, and what, has been eaten.

Accidents

Children are always very busy and sometimes forget to go to the toilet. To minimise embarrassment to your child please place a complete change of clothes in your child's school bag every day.

STUDENT WELFARE

Your child's education is of paramount importance to us at Roebuck Primary School. To this end the school has processes in place to ensure our students are valued and able to achieve their full potential.

BEHAVIOUR MANAGEMENT

Roebuck Primary School strongly supports the right of both students and staff to work and learn in a safe environment without being affected by disruptive behaviour. Our staff adopts fair and consistent approaches to support effective classroom management.

Staff employ a range of proactive strategies that are age appropriate and focused on reducing the likelihood of inappropriate behaviour.

For further information a full copy of the Behaviour Management Policy is available from our website.

ATTENDANCE

Succeeding in school requires developing good habits, and attendance is one of the most important. For all children, learning to attend school regularly can help them develop the necessary academic skills, social competencies and the personal qualities of persistence, perseverance and social well-being.

Parents play a key role in getting their children to school on time every day.

See below for some tips on getting your kids to school:

- ❖ Send your children to school every day, starting in Kindergarten, to teach your children that attendance counts;
- ❖ Don't let your child miss school without a good reason;
- ❖ Try to avoid medical appointments during the school day or vacations when school is in session;
- ❖ Work with the teacher and principal on problems your children are experiencing;
- ❖ Turn to other families who can help you with dropping off or picking up children and with babysitting;
- ❖ Create routines and stick to them;
- ❖ Set a regular bed time and morning routine to get ready for school;
- ❖ Find your own ways to reward good attendance. You know best what motivates your child;
- ❖ Be open and honest with the school;
- ❖ Make sure the school has your up-to-date contact information;
- ❖ Seek medical help when absences pile up. Anything from asthma to a bad bout of head lice can keep kids out of school. Work with your doctor or school nurse.

If your child will be or has been absent, you can send an absent note via:

- ❖ The school email: roebuck.ps@education.wa.edu.au
- ❖ The Roebuck Primary School App (QR Codes below)



“Android” Bar-Code



“Apple” Bar-Code

CONNECT

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Check out the short video clip on Connect at <https://vimeo.com/connectwa/welcome>

How do parents access Connect?

Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to login to Connect on any internet-enabled device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

If you have multiple children you only need one login – even if your children attend different public schools.

When you login to Connect you will be able to see information specific to your own child/ren such as

- The School Space where you can be notified about school information and events
- The classes in which your children are engaged
- Class calendars
- Notices from your child's classes that automatically generate an email or phone notification to you.

To register for Connect you will receive an email with your login details in the near future.

BIRTHDAYS

We enjoy celebrating your child's birthday. You are most welcome to bring a cake for children to share. Cupcakes are a great alternative to a cake and are easy for the children to eat. *Check with your child's classroom teacher for student numbers and to confirm correct information regarding any student allergies.*

COLLECTION OF CHILDREN

Please collect your child promptly at the end of the session. Students will be released from class at 2:00pm. If you are running late please phone the school to inform the class teacher to ensure your child does not worry or become upset.

HEALTH

If your child is unwell please keep them at home so that they can rest in a quiet and comfortable environment. Staff do not have the facilities to care for sick children and would appreciate it if they could remain at home until fully recovered. This minimises the risk of cross-contamination between other children and teachers. Your cooperation in this matter is greatly appreciated.

MEDICAL ACTION PLAN

If your child has an identified illness or medical condition, please liaise with the class teacher and school administration to have a **Healthcare Plan** established prior to the student commencing or returning to school. This allows us to implement the necessary procedures and practices to support the student's health and wellbeing.

MEDICAL CONDITIONS AND ALLERGIES

Minor injuries or illness during the school day are usually attended to at the school level. The school medical room is not used for the extended supervision of sick students. If students are ill, parents or guardians will be contacted to collect their child. If your child is not well before school, please keep them at home.

School staff are NOT permitted to administer prescription medication to students without parent/guardian permission. If your child is on regular medication or a short course of medication and requires this to be taken during school time, parents are required to complete the appropriate documentation available at our office or alternatively on our website.

All medication on the school premises MUST be handed to the front office for storage.

SUDDEN ILLNESS OR ACCIDENT

Roebuck Primary School provides basic first aid facilities and first aid kits for excursions.

Where an injury or illness is deemed to be beyond minor first aid, parents will be contacted. In extreme emergencies students will be taken to a doctor, hospital or an ambulance called.

HEAD LICE POLICY

The most effective way to control head lice infestation is for parents to routinely inspect and treat head lice. Staff will notify all parents if a case of head lice is reported in their class. There are several ways head lice can be treated. Information can be obtained from the Health Department website below.

http://www.public.health.wa.gov.au/2/261/2/head_lice_fact_sheet.pm

IMMUNISATION

The Health Department recommends that children are current with their immunisation before they commence school.

SCHOOL NURSE

A trained nurse visits the school weekly to carry out routine medical checks including hearing and vision appraisal. Parents are advised if a child appears to require further medical attention.

VISITING PROFESSIONALS & INTERAGENCY SUPPORT

To support the success of all students, Roebuck Primary School utilises the services of a range of visiting educational, health and allied agency professionals. These specialists provide access to additional support and/or services. Roebuck Primary School is supported in producing an inclusive educational program:

Specialists include:

- ❖ Dental Nurse
- ❖ Occupational Therapist
- ❖ Physiotherapist
- ❖ School Nurse
- ❖ School Psychologist
- ❖ Speech Pathologist
- ❖ Centre for Inclusive Schooling
- ❖ Chaplain
- ❖ Kimberley Education Regional Office



DENTAL CLINIC

All children from Pre-Primary to Year 12 are eligible for free dental treatment. The Dental Therapy Clinic is located at Broome North Primary School. The School Dental staff are Kim Eastough, Ryan Saldanha and Sandie McCaig. For an appointment or any questions about how the School Dental Service operates please call the clinic staff to discuss. Parents of new children to Roebuck Primary School will be issued with enrolment forms by the clinic. Please return these forms to our school office.


The School Dental Clinic contact number is 9195 3022.

HEALTHY CHOICES


Schools have a vital role to play in helping to reduce the world wide focus on childhood obesity. Nutritional and physical activity messages are being taught in the classroom by modelling healthy food and drink choices.

Children should eat a wide range of foods so that they have the energy for learning and growing. An easy-to-follow “traffic light” system assists to help plan menus full of healthy, nutritious and affordable menus.

The standards require that foods in the:

 GREEN category is encouraged. Schools should aim to fill their menus with these healthy foods.

 AMBER foods should be selected carefully and eaten in moderation.

 RED food and drinks are off the menu and will not be available in public schools.



This policy is frequently reviewed by the Department of Education reviewed and a position statement endorsed by our School Board.

SCHOOL UNIFORM

A school's dress code can play an important role in promoting a positive image of the school and creating a sense of identity and supports our focus on a safe and inclusive school environment.

The School Board has endorsed the following school uniform policy: (the school uniform colours are maroon and black)

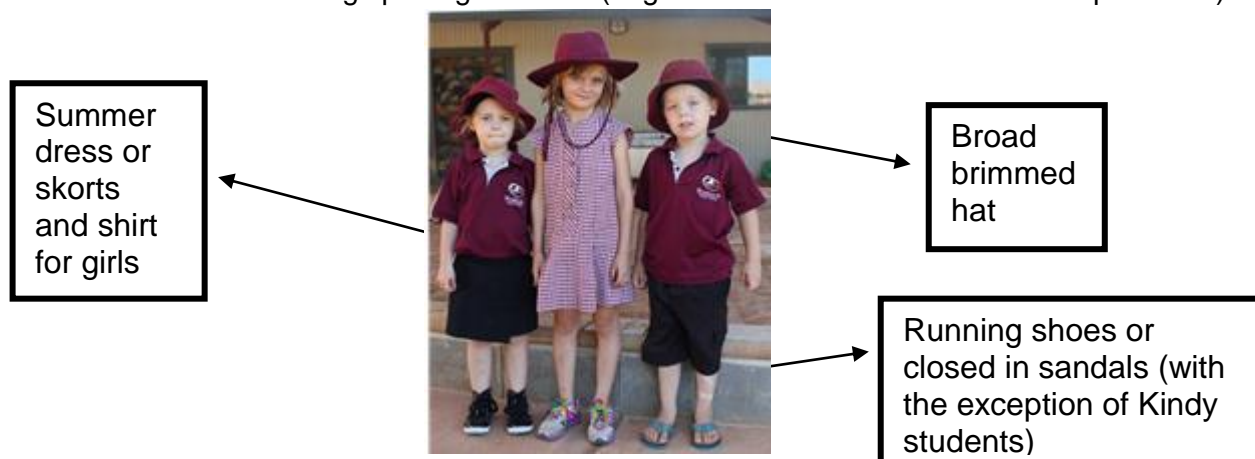
- ❖ *School shirt:* The school shirt is maroon with collar and cuff embroidered in black, white and grey.
- ❖ *School pants and skirts:* Students wear **black** skirts, shorts, skorts or long pants. A school dress is also available.
- ❖ *Denim clothing:* No denim clothing is allowed to be worn at school.
- ❖ *Headwear:* All students must wear a maroon broad-brimmed hat (K-6) maroon bucket hat or a maroon legionnaire's hat (K-PP) as part of the uniform. Children without these Sunsmart-compliant hats will not be permitted to play in uncovered outdoor areas.
- ❖ *Footwear:* suitable footwear is deemed to be sandals with back straps or runners. Thongs and roller-blade shoes are not to be worn at school.
- ❖ *Jewellery:* Children who have their ears pierced are required to wear sleepers or studs in the piercing whilst at school. Other jewellery that may pose a catching hazard should not be worn eg. large neck chain.
- ❖ *Hair:* Children with hair past their shoulders, must have their hair tied back.
- ❖ *Physical Education:* Our Physical Education specialist teacher prefers that students wear appropriate footwear for sporting activities and sports days.

Requests for exemption from this code should be discussed with the Principal.

Roebuck Primary School uniforms are sold by **Totally Workwear**, located at 5 Haynes Street, Broome. Opening hours are Monday – Thursday 8:00am – 5:00pm, Friday 8:00am – 4:30pm and Saturday 8:30am – noon. Totally Workwear can be contacted by phone on 9192 7677.

HATS

Roebuck Primary School has a “NO HAT, NO PLAY” policy. Broad-brimmed hats are to be worn outside at all times and during sporting activities (Legionnaire's hats for K/PP students permitted).



SCHOOL PRIORITIES

The school priorities are clearly outlined in the Business Plan 2016 – 2018. Specifically there will be a focus on:

- ❖ *Literacy*
- ❖ *Numeracy*
- ❖ *School Values. The values are based on the 6 Kinds of Best described below.*

Be KIND to Yourself (Respect yourself)
Be KIND to Others (Respect others)
Be KIND to the Environment (Value the environment)
Be the Learning KIND (Seek knowledge)
Be the Achieving KIND (Achieve your potential)
Be the Community KIND (Contribute positively to society)



SCHOOL BOARD

The Roebuck Primary School Board has elected board members from the community to engage in activities that are in the best interest of students and to enhance the education provided by the school. The Board has a governance role whose key functions

- ❖ To take part in establishing and reviewing the school's objectives, priorities and general directions.
- ❖ To take part in the planning of financial arrangements necessary to fund those objectives, priorities and directions.
- ❖ To take part in evaluating the school's performance in achieving the objectives, priorities and directions.
- ❖ To promote the school in the community.
- ❖ To take part in formulating codes of conduct for students at the school.
- ❖ To determine, in consultation, a school dress code.

The management and operations of the school are still the responsibility of the Principal.

The School Board is made up of 9 members comprising:

- ❖ Three members of the school staff: one of whom is the Principal
- ❖ Six parent/community members

The Council discusses current and future school related matters. The School Board is governed by a constitution and meets a minimum four times a year between 6.00pm and 7.00pm. The dates of the meetings are published on the term planners and in newsletters.

Parent/Community Members are elected for a set period. When positions become available nominations are requested via the newsletter.

| | | | |
|---------------|-----------------------|-----------------|-----------------------|
| Kelvin Shem | Principal | Sheldon Pratley | Parent Representative |
| Duncan Smith | Board Chair | Duncan Smith | Parent Representative |
| Angela Crowe | Parent Representative | Rebecca Fall | Staff Representative |
| Tim Brooker | Parent Representative | Louise Bowtell | Staff Representative |
| Will Richards | Parent Representative | | |

School Board Email: Rpsboardchair@gmail.com

SCHOOL – COMMUNITY PARTNERSHIP

It is important to us that we have strong relationships within the school community. Please communicate your issues or concerns so that they are dealt with in a timely manner. We want to work with families and build strong relationships to create a positive culture, making the learning journey a valued experience.

ROEBUCK PRIMARY SCHOOL P&C ASSOCIATION

The Roebuck Primary School P&C is a group who want to improve the educational experiences for children at our school through commitment, support and fundraising.

The P&C has achieved a great deal - over the past five years, raising \$130 000 which has gone towards:

- ❖ Fridges in EVERY classroom.
- ❖ Interactive Boards in 90% of classrooms.
- ❖ Classroom computers.
- ❖ Math and English resources including home access to software.
- ❖ Student leadership.
- ❖ Year 6 Camp.
- ❖ End of year book awards
- ❖ Early Childhood play/sport equipment
- ❖ Movie Screen
- ❖ Library games and resources
- ❖ Outside fans
- ❖ Outside event lighting
- ❖ Outside play equipment
- ❖ Outside resources to provide a more engaging school environment.
- ❖ Totem Poles

These resources will need to be replaced as time goes by and the P&C are looking to the future to continue their support to our wonderful students and school.

Members are involved in:

- providing services like student banking;
- ensuring student safety through Roadwise;
- seeking funds and resources through sponsorship and fundraising.

Meetings are conducted twice a term on a Tuesday, commencing at 6.00pm in the staffroom. The meetings are high on visual impact, information and decision making, but low on passing around bits of paper and negativity.

The meetings provide a forum where parents can openly discuss issues with the school principal and the P&C Committee Members.

All members of the school community are encouraged to attend the meetings and support the committee. Dates of meetings are noted on the term planners and in newsletters.

| | | |
|------------------------|-----------------------|--------------|
| President: | Belinda Allister | 0401 588 788 |
| Vice President: | Deb Courtney | 0412 520 302 |
| Treasurer: | Brad & Daphne Gillett | 0419 100 210 |
| Secretary: | Katie Joder | 0438 973 494 |