On behalf of the staff, students and parents we welcome you to Roebuck Primary School. Through high quality teaching and leadership, Roebuck Primary school students will be positive, resilient, inclusive and successful citizens.

This information package is designed to assist parents, guardians and community members 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 growing school and by working together, our school community is able to make decisions to achieve our vision: Working Together.
WORKING TOGETHER

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

ABOUT 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 also 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 have formed the Broome Independent Public School Cluster: Five Schools, One Community.

CLUSTER VISION:
The Five Broome schools are of the highest quality. As the Broome Cluster of Independent Public Schools – “Five Schools, One Community” cluster vision is 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: FIVE SCHOOLS, ONE COMMUNITY
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

Roebuck Primary School is a local intake school and draws from the suburb of Djugun. Student diversity allows Roebuck Primary School to combine the importance of individualism and the responsibilities of community to provide a well-balanced curriculum that focuses on the development of the whole child.

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 new school building and surrounds.
<table>
<thead>
<tr>
<th><strong>GENERAL INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRINCIPAL</strong></td>
</tr>
</tbody>
</table>
| **DEPUTY PRINCIPALS**   | Mrs Barbara Smith  
                          | Mrs Carolyn Williams |
| **REGISTRAR**           | Mrs April Oswald |
| **SCHOOL OFFICER**      | Mrs Cheryl Parkinson-Varga  
                          | Mrs Donna Cahill   
                          | Mrs Sarah Fisher |
| **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 |
SCHOOL HOURS
Commence 8:00am
Recess 10:00 - 10:20am
Lunch 12:20 - 12:50pm
Finish 2:00pm

2016 TERM DATES
Term 1: 2 February 2016 – 8 April 2016
Term 2: 26 April 2016 – 1 July 2016
Term 4: 10 October 2016 – 15 December 2016

SCHOOL DEVELOPMENT DAYS 2016 (Pupil Free)
Monday 20 April, Friday 23 May – Broome I.P.S. Cluster
Friday 18 December

VISITORS
ALL visitors are asked to sign in at the front office before proceeding onto 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 now has a new mobile APP which allows pop up messages and instant alerts to remind parents of upcoming events or changes. It also includes sick notes and parents are able to access the school newsletter at the touch of a fingertip. You can download the new APP by going to your APP store and searching for Roebuck Primary School.

SCHOOL NEWSLETTER
You can subscribe to our school newsletter by the following link:
http://www.roebuckps.wa.edu.au/newsletter/subscriptions/add
SCHOOL 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 contributions and charges for the coming school year prior to closure of the previous year.

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 Contributions, Charges and Fee Policy (September 2015) has set the maximum contribution by parents at $60.00 per child K-7.

The Roebuck Primary School, School Board has determined the voluntary contribution for 2016 as $60.00 per child.

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

<table>
<thead>
<tr>
<th>2015 CHARGES AND VOLUNTARY CONTRIBUTIONS</th>
<th>CHARGES – Extra Cost Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTARY CONTRIBUTIONS K-7</td>
<td></td>
</tr>
<tr>
<td>Curriculum Area Cost</td>
<td>Estimated Maximum Cost</td>
</tr>
<tr>
<td>The Arts $10.00</td>
<td>Excursions/Visiting K-6 $80.00</td>
</tr>
<tr>
<td>English $10.00</td>
<td>Artists</td>
</tr>
<tr>
<td>Mathematics $10.00</td>
<td>Interschool Sport 1-6 $60.00</td>
</tr>
<tr>
<td>Science $10.00</td>
<td>Swimming 1-6 $90.00</td>
</tr>
<tr>
<td>Physical &amp; Health $10.00</td>
<td>School Camp Year 6 $650.00**</td>
</tr>
<tr>
<td>Education Library $10.00</td>
<td>Graduation Year 6 $45.00</td>
</tr>
<tr>
<td>TOTAL $60.00</td>
<td>Specialist Phys Ed 1-6 $45.00</td>
</tr>
<tr>
<td></td>
<td>PEAC 5-6 $200.00</td>
</tr>
<tr>
<td></td>
<td>**$650 is the expected total cost inclusive of all accommodation, transport, food and activities for a five (5) day camp.</td>
</tr>
</tbody>
</table>

Cash or cheques are accepted (Payable to Roebuck Primary School)
EFTPOS or a direct credit to school bank account:

A/c Name: Roebuck Primary School
Bank: Commonwealth Bank
BSB: 066 505
Account No: 10134441
Reference: Please put your child’s name

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.

Payment will be requested during the school year when costs and participation by students is confirmed

Voluntary Contributions and charges were approved at Board meeting, 1 September 2014
PRE-PRIMARY INFORMATION

Attendance
Doors open 7:45am  Classes commence 8:00am
End of Day 2:00pm

Stationery Supplies
Please ensure that the items on the 2015 personal 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 each day to be shared with the rest of the class at fruit time.
- Healthy lunch
- Large school bag (large enough for lunches and school work etc). 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 if they wish. All remaining lunch is put back in their lunch boxes so you are given 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 avoid any 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 adopt fair and consistent approaches to support effective classroom management.

Staff employ a range of preventative 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.
**BIRTHDAYS**
We enjoy celebrating the children’s birthdays. You are most welcome to bring a cake for the 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 of the relayed message to be passed on 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 should 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 Medical Action 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.

**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.

**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 are 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.*
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

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 and requested 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 on our website 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 or hospital.

DENTAL CLINIC
School Dental Therapy Mobile – Contact Number 0427 619 585

All children from Pre-Primary to Year 12 are eligible for free dental treatment. The Dental Therapy Mobile is located at Broome North Primary, for an appointment please contact the school reception for location and phone number. Parents of new children to Roebuck Primary School will be issued with enrolment forms by the clinic. Please return these forms to the school office.

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.

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

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 that: (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 and 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 is e.g. large neck chain.
- **Hair:** Children with long hair 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.

The Uniform Shop is run by our P & C Association and is open each Friday morning between 7:30 and 8:15am in the Whimbrel area. On assembly days they close by 8am.

**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). Our school broad-brimmed hats are available from the P & C Uniform Shop or the front office at a cost of $10.00.

**SCHOOL CANTEEN**
Roebuck Primary School does not have a canteen operating on site however, in conjunction with a food service provid an ordering service on Monday, Wednesday and Friday. A canteen menu and lunch order bags are available from each classroom or the school administration office.
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 12 members comprising:

- Four members of the school staff: one of whom is the Principal
- Five 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 6:00 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.

<table>
<thead>
<tr>
<th>Kelvin Shem</th>
<th>Principal</th>
<th>Ceridwen Cameron</th>
<th>Parent Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicola Walters</td>
<td>Board Chair</td>
<td>Edie Wright</td>
<td>Parent Representative</td>
</tr>
<tr>
<td>Mark Adkins</td>
<td>Parent Representative</td>
<td>Barb Smith</td>
<td>Staff Representative</td>
</tr>
<tr>
<td>Dave Mueller</td>
<td>Parent Representative</td>
<td>Louise Bachman</td>
<td>Staff Representative</td>
</tr>
<tr>
<td>Reuben Lee-Chi</td>
<td>Parent Representative</td>
<td>April Oswald</td>
<td>Executive Member</td>
</tr>
<tr>
<td>Vikias Bangia</td>
<td>Parent Representative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SAFETY ISSUES

BICYCLES
All students riding bicycles to school are required to consider the safety of themselves and others. For this purpose the following rules apply to cyclists:
It is essential that children have a good understanding of road safety rules from a young age. Parents are requested to remind children of appropriate road safety behaviour on their way to and from school.

- All riders **MUST** wear a bicycle helmet. Failure to do so will result in a warning and the student will be asked not to ride their bike.
- All riders must walk their bikes along footpaths at the front of the school and around the bike racks.
- Bicycles **MUST NOT** be ridden on school premises.
- Scooters and skateboards are not considered a safe transport for students and should not be bought to school.

Bicycles must be housed in the racks provided, before school, and not used during the school day. All riders are encouraged to bring a lock for their bicycles to ensure their security.

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 PARENTS AND CITIZENS

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 four years, raising $130 000 which has gone towards:

- Fridges in EVERY classroom – only school in Broome to do this!
- Interactive Boards in 90% of classrooms.
- Classroom computers.
- Math and English resources including home access to software.
- Student leadership.
- Yr 6 Camp.
- End of year book awards.

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 and the uniform shop.
- 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:** Katy Crawford 0437 206 144  
**Vice President** Deb Courtney 0412 520 302  
**Treasurer:** Matt Sears 0408 379 672  
**Secretary:** Donna Cahill 0419 816 622  
**Uniform Shop:** Lisa King 0417 326 139