



Roebuck
PRIMARY SCHOOL

Roebuck Primary School Parent Information Booklet



School Vision: Working together with high expectations; through quality teaching and leadership, Roebuck Primary School students will be positive, resilient, inclusive and successful citizens.

Cnr Spoonbill Ave & Sanderling Dr DJUGUN - PMB 4000, BROOME WA 6725 Telephone: (08) 9192 3377
Email: roebuck.ps@education.wa.edu.au Facebook: [@roebuckps](https://www.facebook.com/roebuckps) Website: www.roebuckps.wa.edu.au

General Information

Principal:	Mr Kelvin Shem
Deputy Principal:	Mrs Micaely Ross Mr Martin Ross
Early Years Coordinator:	Miss Sherrie Featherstone
School Phone:	9192 3377
School Fax:	9192 3388
School Postal Address:	PMB 4000 BROOME WA 6725
Email:	roebuck.ps@education.wa.edu.au
Website:	www.roebuckps.education.wa.edu.au
Corporate Services Manager:	Mrs April Oswald
School Officers:	Ms Dixie Bartle Ms Chelsea Cook
School Dental Clinic Dental Therapist:	Ms Sandie McCaig - 9195 3022
School Nurse:	Broome Community and Child Health Service - 9194 2340

Term Dates 2019

SEMESTER 1

Term 1	<i>Monday 4 February - Friday 12 April</i>
Term 2	<i>Tuesday 30 April - Friday 5 July</i>

SEMESTER 2

Term 3	<i>Tuesday 23 July - Friday 27 September</i>
Term 4	<i>Monday 14 October - Thursday 19 December</i>

School Development Days (pupil free)	Thursday 31 January
	Friday 1 February
	Thursday 30 May
	Friday 31 May
	Friday 23 August
	Friday 20 December

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: our motto being ***Five Schools, One Community***.

School Hours

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

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.

Connect



We are a Connect School. Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. We utilise Connect to inform parents and caregivers of school happenings as well as updates from the classrooms. All student **reports** and newsletters are distributed via Connect.

When your child commences school, you will be emailed an invitation to join Connect, which will include secure login details containing a P-number (Parent Number which is your Username) and Password. To access the browser-version of Connect, open a browser on your computer, type the address connect.det.wa.edu.au in the address bar and complete the login.

If you have multiple children attending different public schools you only need one login.

Connect Now App

Connect Now is an app for mobile and tablet devices that allows you to receive **notifications** from Connect on your device. You can manage the type of notifications you receive by logging onto Connect through your browser and changing your settings in the **My Connect** tab. The Connect Now app is available on iOS and Android devices.

Website

Visit the Roebuck Primary School website at www.roebuckps.wa.edu.au for information about the school and to view the term planner, newsletters and important dates.

Facebook



Like and **Follow** our facebook page @roebuckps to keep up to date and to celebrate the Roebuck Primary School 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, Values and Priorities

The five Broome schools are of the highest quality. As the Broome Cluster of Independent Public Schools, 'Five Schools, One Community', we strive to work together to fulfil our vision, values and priorities.

Priorities

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

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



Broome Cluster of Independent Schools
Five Schools, One Community

Voluntary Contributions and Charges

The Roebuck Primary School Board endorsed on 30 July 2018 the schedule of Voluntary Contributions and Charges for 2019. The schedule is broken into sections and will allow you to calculate all costs that may be incurred throughout the school year.

The total amount of contributions parents/caregivers are being asked to pay has been set at \$60.00 per student which is in line with the School Education Regulations 2000.

Money collected will be used to supplement school expenditure in the curriculum learning areas. While the contributions are voluntary the quality of our teaching and learning programs will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

If all the contributions are paid the school will be able to provide enhanced and more stimulating activities/programmes for each child. It is therefore vital for the school to receive your family's contribution. Your contribution will be used to supplement school funding for the purchase of resources needed in the provision of the learning program activities.

A breakdown of estimated charges for your child's participation in excursions, incursions and activities for 2019 have been included below and payment will be requested during the school year when costs and participation by students is confirmed. Details on charges collected in previous years has helped guide the 2019 estimate of charges.

The amounts shown represent the maximum charged for scheduled activities in 2019. Charges are those that are required for your child to participate in a "user pay" situation.

The table below gives you the breakdown of where we will direct your voluntary contribution to and possible optional charges.

2019

CHARGES AND VOLUNTARY CONTRIBUTIONS

VOLUNTARY CONTRIBUTIONS K-6

Curriculum Area COST

The Arts	\$10.00
English	\$10.00
Mathematics	\$10.00
Science	\$10.00
Physical & Health Education	\$10.00
Library	\$10.00
TOTAL	\$60.00

Cash or cheques (payable to Roebuck Primary School) are accepted, **EFTPOS** or a direct credit to our 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

CHARGES

Extra Cost Options Estimated Maximum Cost

Excursions/Visiting Artists	K-6	\$120.00
Interschool Sport	1-6	\$60.00
Swimming	1-6	\$90.00
School Camp	6	*\$650.00
Leadership Camp	5-6	\$60.00
Graduation	6	\$55.00
PEAC	5-6	\$200.00

*\$650 is the expected total cost inclusive of all activities, accommodation, transport and food for a five 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.

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

Voluntary Contributions and Charges were approved at School Board meeting held on 30 July 2018.

Pre-Primary Information

Stationary Supplies

Please ensure that the items on the 2019 Personal Use Items list are brought to school as soon as possible, placed in a disposable 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 Your Child Needs to Bring

- One piece of fruit or healthy snack for recess each day.
- A nutritional lunch in a lunch box to be placed in the fridge. Note that cooler bags are unnecessary and take up too much fridge space.
- A water bottle
- Large school bag (large enough for lunches, school work, spare clothes).
- A library bag.
- A wide-brimmed or legionnaire's hat. Roebuck Primary School supports the 'No Hat No Play Sunsmart Policy'.
- Safe shoes/sandals. Thongs or slip-ons are not suitable.

Please label all personal belongings with your child's full name.

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 request parents send their children to school with healthy choices for recess and lunch breaks. Children are encouraged 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 food 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, we ask that a complete change of clothes is stored 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 child to school:

- Send your child to school every day, starting in Kindergarten, to teach them that attendance matters.
- Don't let your child miss school without a good reason.
- Try to avoid medical appointments during school hours.
- Avoid vacations during school term.
- Work with the teacher and principal on problems your child is experiencing.
- Turn to other families who can help you with dropping off or picking up.
- 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 required. Anything from asthma to a bad bout of head lice can keep your child out of school.

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

OR

The "Report an Absence" quick link on
the front page of the school website
www.roebuck.wa.edu.au



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 school. 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 co-operation in this matter is greatly appreciated.

Health Care Plan

If your child has an identified illness or medical condition, please contact the administration office to arrange for a Health Care Plan to be 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 written 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.

https://healthywa.wa.gov.au/Articles/F_I/Head-lice

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.
-  AMBER foods should be selected carefully and eaten in moderation.
-  RED food and drinks should be avoided

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

GREEN - Encouraged Minimum 60% Encourage and promote EVERYDAY choices	AMBER - Select Carefully Maximum 40% Do not let these foods dominate the menu and choose small serves	RED - Avoid
<ul style="list-style-type: none"> • Cereal foods — wholegrain cereals, pasta, noodles, rice, cous cous, quinoa • A variety of bread types including wholegrain/ wholemeal • Vegetables and legumes e.g. stuffed potatoes, corn-on-cob, baked beans, 4 bean mix, garden salads, potato salad, coleslaw (using reduced fat dressings) • Fruit, fresh and frozen, whole, fruit salad, sliced fruit • Fruit canned in natural juice • A variety of sandwich/roll fillings, preferably served with salad e.g. <ul style="list-style-type: none"> - egg - reduced fat cheese - tuna, canned in spring water or brine - lean meats i.e. roast beef - yeast spreads - hummus • Lean meats, fish, poultry • Meals[#], especially those with vegetables e.g. pasta bake, curry and rice, frittata, soup, sushi, rice paper rolls • Reduced fat dairy products including: <ul style="list-style-type: none"> - plain milk - flavoured milk (375mL or less) - cheese - plain and flavoured yoghurt • Plain water • Plain mineral water 	<ul style="list-style-type: none"> • Savoury breads such as garlic, herb and pizza bases • Reduced fat pastry items[#] • Frankfurts and sausages for hot dogs and/or sausage sizzles[#] • Savoury commercial products e.g. fish, chicken, potato portions, pizza[#] • Hamburger patties[#] • Processed meat e.g. ham, skin-free processed chicken • Assorted cakes/biscuits or muffins[#] • Sweet and savoury snack foods[#] • Plain dried fruit • Ice creams and icy poles[#] • Reduced fat flavoured milk (more than 375mL and less than 600mL) • High schools only: reduced fat coffee flavoured milk (375mL or less) • Full fat dairy products e.g. plain milk, yoghurt, cheese • Full fat flavoured milk (375mL or less) • 99% fruit juices (250mL or less) and no added sugar • Dairy desserts[#] e.g. reduced fat custard, ice cream and mousse (milk/ milk alternative listed as first ingredient) <p><i>NOTE: Reduced fat dairy recommended for children over the age of 2 years</i></p>	<ul style="list-style-type: none"> • Full-fat pastry items • Deep fried food of any description • Sweet sandwich fillings including jam, nut spreads, honey or confectionery sprinkles • High fat sandwich meats including polony and salami • Confectionery e.g. chocolate, liquorice, cough lollies, fruit juice based jellies • Sweet or savoury snack items that do not meet the criteria e.g. potato chips • Soft drinks, cordial, sports drinks • Reduced fat flavoured milk (more than 600mL) • Reduced fat coffee flavoured milk drink (more than 375mL) • Full fat coffee flavoured milks all sizes • High caffeine drinks e.g. drinks containing Guarana • Chocolate coated and premium style ice-creams • Croissants, doughnuts, cream filled or iced buns/cakes, sweet pastries, slices • Fruit juice (more than 250mL) and/or with added sugar or sweetener • Water flavoured with fruit juice, sugar and/or sweetener

School Health Services

The Department of Health WA and the Department of Education WA jointly fund the School Health Program promoting improved health outcomes for school aged children and young people. School Health Services are delivered using a population-based approach to universal and targeted prevention, health promotion and early identification and intervention, for children and adolescents in schools.

Services include:

- vision and hearing screening and surveillance.
- access to parenting programs.
- early detection and referral of children exhibiting mental health risk factors.
- developmental assessments and referral to other specialist services such as Community Health's [Child Development Service \(CDS\)](#) as required.
- in-class health education and presentations.

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

Immunisation

Under existing legislation, parents are required to provide their child's Australian Immunisation Register history statement when enrolling. Department of Health WA urge parents to have their children fully immunised to protect them, and to stop the spread of preventable diseases.

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.

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, no denim is allowed to be worn to school). Requests for exemption from this code should be discussed with the principal.

Shirt: polo style, maroon with white trim

Shorts, long pants, skirts and skorts: black

Dress: maroon and white chequered fabric

Jumper: maroon

Hats: broad-brimmed or bucket hat, maroon. Roebuck Primary School supports the 'No Hat No Play Sunsmart Policy'. Broad-brimmed or bucket hats are to be worn outside at all times and during sporting activities.

Shoes: Sandals 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, such as a large neck chain, should not be worn.

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.

Roebuck Primary School uniforms are sold by **Totally Workwear**, 5 Haynes Street, BROOME.

Hours: Monday to Thursday 8:00am - 5:00pm
Friday 8:00am - 4:30pm
Saturday 8:30am - noon.

Phone: 9192 7677

School Priorities

The school priorities are outlined in the Business Plan.

Specifically there will be a focus on:

Literacy

Numeracy

School Values

The values are based on the 6 Kinds of Best



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 are to:

- take part in establishing and reviewing the school's objectives, priorities and general directions.
- take part in the planning of financial arrangements necessary to fund those objectives, priorities and directions.
- take part in evaluating the school's performance in achieving the objectives, priorities and directions.
- promote the school in the community.
- take part in formulating codes of conduct for students at the school.
- 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 School Board is governed by a constitution and meets a minimum four times a year to discuss current and future school related matters. The meetings are held in the staffroom from 6.00pm to 7.00pm and 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
Ian West	Parent Representative	Micaely Ross	Staff Representative
Tim Brooker	Parent Representative	Josephine Eastwood	Staff Representative
Derek Monks	Parent Representative		

School Board Email: Rpsboardchair@gmail.com

Roebuck Primary 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 five years, raising over \$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
- End of year book awards
- Early Childhood play/sport equipment
- Movie Screen
- Library games and resources
- Outside event lighting
- Outside play equipment
- Outside resources
- Totem Poles
- Senior Eating Area
- Fans in the Assembly Area
- Couches in the Library
- BBQ and trestle tables



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, commencing at 6:30pm in the staffroom. Please refer to the term planner and newsletters for meeting dates.



All members of the school community are encouraged to attend the meetings and support the committee. The Roebuck Primary School Committee includes:

President:

Belinda Allister 0401 588 788
roebuck.pandc@gmail.com

Vice President:

Jenna McArdle 0409 374 692

Treasurer:

Yolande Ledgerwood 0417 979 940