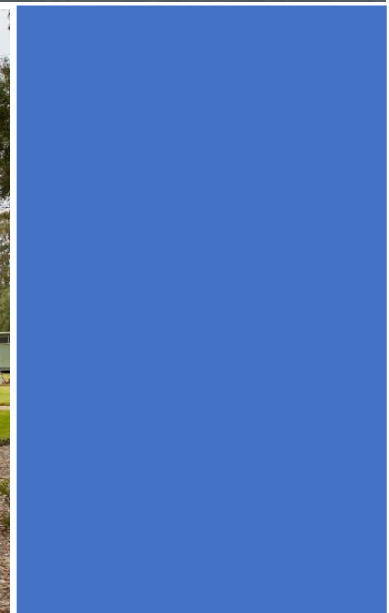


2019 School Handbook





Our Vision

"At Pingelly Primary School we want all students to be prepared for their future as confident, well-rounded masters of literacy and numeracy, who are technologically competent, self-disciplined, with a good work ethic, always striving for their personal best and aware of their responsibility to their community"

Our Values

Strength	<i>It takes great strength to be sensible</i>
Thoughtfulness	<i>Have reasons for the things you say and do</i>
Respect	<i>Treat others as you would like them to treat you</i>
Initiative	<i>Pursue your personal best no matter who you work with</i>
Valiance	<i>Be brave, participate to progress</i>
Emotional Intelligence	<i>Be the master not the victim to your feelings</i>



Our Details

Principal:

Mr Robert McArdle

Deputy Principal:

Mr Noel Cowcher

Manager Corporate Services:

Mrs Ros Ward

School Officer:

Mrs Leah Parsons

School Chaplain:

Mr Paul Standish

School Nurse:

Mrs Kaylene Sewell

39 Park St, Pingelly, WA 6308 : Ph 9887 1061 : Fax 9887 1344

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www.pingellyps.wa.edu.au

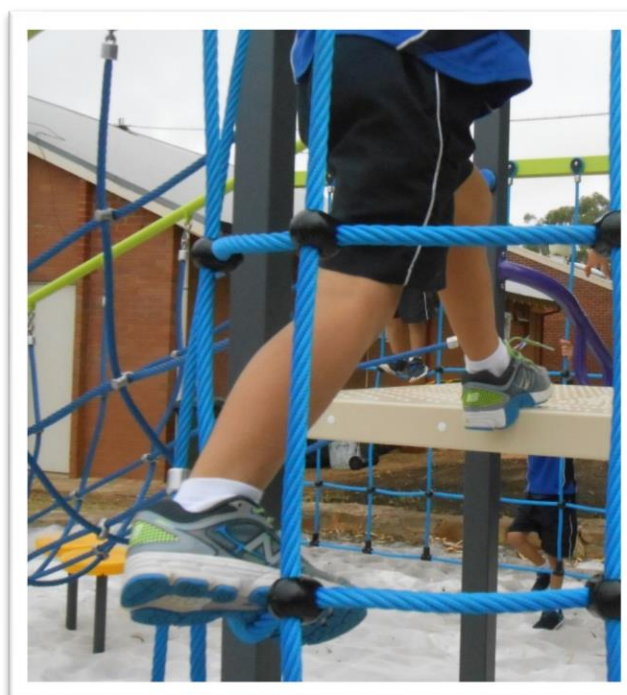


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Welcome from our Principal

A big welcome to all of our families for 2019. Welcome to those returning and welcome also to the new families that have joined our school. I am excited about the opportunity to partner together and for the joy of seeing your children succeed in all that they do.

At Pingelly PS we believe that we enter into a partnership with all families who enrol their children at our school. A partnership where a child's educational, social and emotional development are approached in unison to ensure that the home and school life complement each other. At Pingelly PS, families are encouraged to be an active part of school life engaging with their child's classroom, school events and our P&C association. My hope is that these partnerships translate into success for all children who belong to our school.

Your children are very important to all of us here at Pingelly PS. Your children are unique, and their contributions to our school are valuable. We *STRIVE*, to nurture a sense of belonging by providing your children with a safe and supporting environment that engages and motivates them to achieve. We want to see young minds grow through play, inquiry and exploration. We want children to challenge themselves in all areas of their school lives. We want students to have rich learning experiences that stay with them through their entire school journey and remain a part of them as they grow into young adults.

The year ahead provides us with the opportunity of working together to continue to build our wonderful school and to provide quality learning opportunities for our students. I look forward to working together to see our students achieve their very best. I hope that the year ahead will be positive and encouraging for all members of our school.

This handbook contains important information to provide you with what you need to know about the year ahead. Each year procedures are modified so all families – existing and new – will need to familiarise themselves with any changes that may have occurred since last year. Please do not hesitate to speak with your child's teacher or any of the administration staff if you seek further clarification on any of the information presented in this handbook.

I look forward to the year ahead and what it will bring for us all here at Pingelly PS.



Rob McArdle
Principal

School Times

8:30am	Classrooms open / Breakfast Club commences
8:50am	School day begins
10:30am	Recess begins
10:50am	Recess ends
12:30pm	Lunch begins
1:05pm	Lunch ends
2:00pm	Crunch and sip
3:00pm	School day ends

** Please note that Kindergarten and Pre Primary recess and lunch times will differ from the rest of the primary school – please speak to your child’s teacher for more details*

Term Dates

Term 1 – 10 weeks	
School development day	Thursday 31 st Jan
School development day	Friday 1 st Feb
Term 1 commences – students return	Monday 4 th Feb
Public holiday	Monday 4 th Mar
Term 1 ends	Friday 12 th Apr
Term 2 – 10 weeks	
Term 2 commences – students return	Monday 29 th Apr
Public holiday	Monday 3 rd Jun
School development day – Narrogin Network Day	Tuesday 4 th Jun
Term 2 ends	Friday 5 th Jul
Term 3 – 10 weeks	
School development day	Monday 22 nd Jul
Term 3 commences – students return	Tuesday 23 rd Jul
Term 3 ends	Friday 27 th Sep
Term 4 – 10 weeks	
School development day	Monday 14 th Oct
Term 4 commences – students return	Tuesday 15 th Oct
Term 4 ends	Thursday 19 th Dec
School development day	Friday 20 th Dec

Attendance, Arrival and Departure

At Pingelly PS it is our desire that all students attend 90% of the time or greater. Missing 4 days per term will see your child's attendance drop below 90%.

If your child is absent from school, please notify the school at your earliest convenience. If we have not heard from you before 10am, our SMS service will send a reminder to inform you that your child is absent. Please return to this as soon as possible. At times, letters may be sent to you requesting further information about unexplained school absences. Please note that extended or out of holiday vacations are not acceptable absences under the School Education Act. If planning a holiday during school term, please inform the Principal as early as possible.

If your child arrives late to school or is departing early, please bring or collect your child via the front office where we will update our attendance records and inform the classroom teacher. Additionally, if you know that you will be delayed or unable to collect your child on time, please contact the school as early as possible.

It is requested that parents accompany Kindergarten and Pre Primary children each day to and from their classrooms. For bus students, a member of the admin team will meet students each morning and accompany them to class. At the end of each day, an early childhood staff member will bring children to the bus pick up location. Parent parking to drop off and collect children is available outside the early childhood area on Stone street, or outside the main school on Park Street.

In Kindergarten and Pre Primary, non-bus children are released to an adult at the end of each day with staff maintaining a list of who is able to collect children. Please inform the front office if you require another adult to be added to this list.

Visitors to the School

It is important that all visitors to the school, including visiting parents, sign in at the front office. This is required as a duty of care towards our students.

School Uniform

Pingelly PS has a wonderful uniform that is well supported by our parent community and worn by pride with our students. Kindergarten and Pre Primary students are required to wear the Pingelly PS uniform as this helps them feel part of the whole school and encourages the generation of 'whole school pride'. Uniforms can be purchased from the school. Pingelly PS is a SunSmart school and have adopted the policy of 'No Hat, No Play' caps are not suitable and only bucket hats permitted. Uniforms can be purchased from the school through the P&C. The P&C operate the uniform shop which is open weekly on a Wednesday afternoon from 1.00pm to 3pm

Recess & Lunch

Children are required to bring their recess and lunch in a lunch box clearly marked with their name. It is also recommended that each child bring along their own water bottle for use in the classroom. Alternatively, Lunch orders are available every day and need to be placed in the lunch order box outside the staffroom before 10am. Lunch order menus and forms are available at the office and on our website. Here at Pingelly PS we follow the food traffic light system and encourage healthy eating.

Nut Aware

As Pingelly PS is a *nut aware* school, we request that nut products are not present in your child's lunch box. This includes all peanut spreads, Nutella, nut type muesli bars and raw nuts.

Assemblies

Every Monday, a small informal assembly occurs where students from Pre Primary and up meet in the undercover area. Students are updated with important notices and teachers hand out certificates of acknowledgement.

Twice a term (usually week 5 and 10), a whole school formal assembly is held where a class is responsible for presenting an item. At these assemblies, certificates of commendation are handed out with parents notified prior if their child is receiving a certificate. Families are encouraged to attend and stay behind following the assembly for tea and coffee.

Medication

Please notify the office if your child is taking any prescribed or other medication. This is to ensure that correct procedure is followed for the duration that your child is receiving medication. In the event that your child requires a short period of medication (i.e. antibiotics) and staff are needed to administer medication during school hours, you will be required to fill out medical forms for staff to assist with the administering of medication.

Library

The School Library Resource Centre is a very valuable and important part of our school. It provides a comprehensive service to staff and students. The service supports school curriculum implementation as well as students' recreational reading.

- Parents are urged to ensure that library books that are taken home are and treated with respect and are returned on time.
- Student loans are for a short term only and students will be held responsible for any non-return, loss or damage to loaned items. Parents may be asked to pay for valuable books that are damaged or lost.
- Students' who frequently fail to return books on time, or damage books, may be required to leave their library books in the classroom for the duration of the loan.
- All students must have a library bag in which to place and keep library books clean and safe

Faction Houses and Events

Pingelly PS has 3 faction houses that students are placed into upon enrolment. Our 3 factions – *Hawks, Falcons and Eagles* – have a long history at Pingelly PS with strong competition and rivalry established across the years.

Across the school year, a number of faction and interschool sporting events occur. Please refer to the whole school calendar for dates of events.

Swimming Lessons

Swimming lessons take place in week 2 and 3 of term 1 with Pre Primary – Year 6 students participating. Information will be sent to families early in term 1 with full details.

Mobile Phones/ Electronic Devices/Valuables

While the school makes every effort to ensure the safekeeping of student property, it is important to be aware of the following:

- Mobile phones are discouraged at Pingelly Primary School. If a student is required to have a mobile phone at school, it must be left in the front office for the duration of the day. If the student needs to contact home or a parent needs to contact a student, this can be done via the office.
- Any audio-visual equipment that is brought into school, (including iPads & iPods), must be left in the front office for the duration of the day.
- Money and other valuables should not be brought to school unless it is for a specific/special occasion purpose.

Special Days

Across the year many special days are celebrated. Some examples may include:

- Birthdays – children are invited to bring a cake or cupcakes to share
- Mother's & Father's Day
- Easter
- Christmas
- NAIDOC Day

If you do not want your child to participate in any of our special days, please speak to your child's teacher.

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
	28 JANUARY Australia Day	29	30	31 SDD	1 FEBRUARY SDD
Week 1	4 Term 1 Commences	5	6	7	8
Week 2	11 Swimming Lessons	12 Swimming Lessons	13 Swimming Lessons Newsletter	14 Swimming Lessons	15 Swimming Lessons
Week 3	18 Swimming Lessons	19 Swimming Lessons School Council 6pm	20 Swimming Lessons	21 Swimming Lessons	22 Swimming Lessons
Week 4	25	26	27 Newsletter	28	1 MARCH Swimming Carnival
Week 5	4 Labour Day	5	6	7	8 Assembly
Week 6	11	12	13 Newsletter	14	15 Interschool Swimming York
Week 7	18	19	20	21	22
Week 8	25	26	27 Newsletter	28	29
Week 9	1 APRIL	2	3	4	5
Week 10	8	9	10 Newsletter	11	12 ANZAC Service

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	29	30	1 MAY	2	3
Week 2	6	7	8 Newsletter	9	10
Week 3	13	14 NAPLAN	15 NAPLAN	16 NAPLAN	17
Week 4	20	21 School Council 6pm	22 National Simultaneous Story time Newsletter	23	24 X Country
Week 5	27	28	29	30	31 Assembly
Week 6	3 JUNE WA Day	4 SSD	5 Newsletter	6	7 Inters X Country Beverley
Week 7	10	11 Book Fair	12 Book Fair Dress up Parade	13 Book Fair	14 Winter Carnival Brookton
Week 8	17	18	19 Newsletter	20	21
Week 9	24	25	26	27 Semester 1 Reports	28
Week 10	1 JULY	2	3 Newsletter	4	5 Assembly Last Day Term 2

Term 3	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	22 SSD	23 Term 3 Commences	24	25	26
Week 2	29	30	31 Newsletter	1 AUGUST	2
Week 3	5	6	7	8	9
Week 4	12	13 School Council 6pm	14 Newsletter	15	16
Week 5	19 Book Week	20 Book Week	21 Book Week	22 Book Week	23 Book Week Assembly
Week 6	26	27	28 Faction Jumps Carnival Newsletter	29	30 Faction Athletics Carnival
Week 7	2 SEPTEMBER	3	4	5	6
Week 8	9	10	11 Newsletter	12	13 Interschool Athletics Pingelly
Week 9	16	17	18	19	20 Jeans 4 Genes Day
Week 10	23	24	25 Newsletter	26	27 Assembly Last day Term 3

Term 4	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	14 OCTOBER SSD	15 Term 4 Commences	16	17 T20 Carnival	18
Week 2	21	22	23 Newsletter	24	25 Bandana Day
Week 3	28	29 School Photos	30	31	1 NOVEMBER
Week 4	4	5 School Council 6pm	6 Newsletter	7	8
Week 5	11	12	13	14 Kindy/ PP/ Yr 1 Transition Day	15 Assembly
Week 6	18	19	20 Newsletter	2 1Kindy/ PP/ Yr 1 Transition Day	22
Week 7	25	26	27	28	29
Week 8	2	3	4 Newsletter	5	6
Week 9	9	10	11 Yr. 6 Grad Dinner	12 Semester 2 Reports	13 NSHS Transition Day
Week 10	16 End of Year Concert 6.30pm	17	18	19 Last Day Term 4	20

School Bus Services

'Log on before you hop on'

The Public Transport Authority of Western Australia (School Bus Services) is responsible for school buses for students who reside more than 4.5kms from the school. Parents must log on to apply for the school bus service. The Public Transport Authority of Western Australia (School Bus Services) is responsible for bus stop information, eligibility or route alterations.

School Bus Services Contact:

- Web address: www.schoolbuses.wa.gov.au
- Email: schoolbus@pta.wa.gov.au
- Ph (08) 9326 2000

Incursions / Excursions

Across the year, students will participate in various incursions and excursions. Incursions and excursions are linked to teaching program and provide opportunities for students to extend their knowledge and understanding of learning concepts. Parents will be notified in advance of any planned incursion or excursion.

Religious Education

Visiting volunteers representing various churches in the Pingelly area teach a general religious education *Treasure Hunters* for half an hour per week on a Wednesday. Written notification must be provided to the school if parents do not wish for their child to participate.

Assessment and Reporting

During the year, students will participate in a range of formal and informal assessments. The purpose of these assessments vary depending on the time of year and what information a teacher is seeking. The majority of assessments in the primary school focus on measuring progress across the learning areas, and social and emotional development. Year 3 and 5 students participate in NAPLAN testing early in term 2. Also, during the year, our Health Nurse will carry out targeted and general health assessments.

Year 1 and 2 students participate in On-entry testing during the first 4 weeks of term 1. On-entry testing is an assessment for learning and assists teachers with planning and programming for English and mathematics.

At the end of each semester, Primary students receive a formal progress report. These reports provide parents with a snapshot of their child's progress and achievement across each semester. Parent / teacher interviews are offered each semester to discuss progress reports in greater detail.

Communication

At Pingelly PS we use the following forms of communication to keep you as informed as possible about events and other important information.

- School newsletter – this is published every fortnight and is available on our website
- Seesaw – this is a classroom based electronic communication system where teachers provide general updates and photos relating to their classroom. To access Seesaw, parents need to download the mobile phone or tablet Seesaw app or log in via a computer
- SMS system – This system is used to follow up absences. On occasions, other information may be sent out through this system
- Facebook – Used to communicate across the school and wider community to promote events and highlights
- Website – Used to communicate to the school and wider community and to publish documents and other correspondence
- Assemblies – Twice a term (usually week 5 and 10) a classroom will host an assembly where an item will be performed, and certificates will be handed out
- Communication book – A communication book will be provided and used to send notes and other communication home. Please check your child's bag regularly for any important class or school notices
- Parent / teacher meetings – Parents are encouraged to speak regularly with their child's teacher. Formal parent / teacher meetings occur twice a year leading up to or just after semester 1 and 2 reporting. Parents or teachers may request meetings at other times of the year also

P&C Association

Pingelly PS has a strong and supportive Parents and Citizens (P&C) association. Our P&C provides key support across the following areas.

- Uniform
- Catering
- School events
- School promotion
- Resourcing
- Strategic planning

All parents are encouraged to become members of the P&C to contribute to school support and development.

School Council

The Pingelly PS School Council is a group of elected parents, community and staff representatives responsible for the following:

- Ensuring that members of the school community can participate in determining priorities
- Approving the Strategic Plan
- Ensuring that school resources are used effectively in implementing the Strategic Plan
- Reviewing progress made towards implementing priorities in the Strategic Plan

Parent Concern Framework

Pingelly Primary School is a vibrant place, with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school. It is very important to the school that parents feel they can be listened to and have their concerns addressed in a timely and appropriate manner. To assist parents effectively deal with these concerns, the steps below provide a framework:

- *Step 1:* Parents should discuss the issue with their child ensuring that they have as much information as possible. Once you have done this, you may be able to solve the problem by simply providing the child with appropriate advice or direction.
- *Step 2:* Where parents have an ongoing class concern regarding their child, they should always discuss this with the teacher concerned. This can be done through a simple letter or phone call, or if more information is required, an appointment can be made. This is done by simply phoning the school office.
- *Step 3:* If an interview with the teacher does not successfully resolve the problem, or the issue does not involve a particular classroom, parents should contact the Deputy Principal or Principal.
- *Step 4:* If the issue is still unable to be resolved, further action can be sought from the Wheatbelt Regional Office on 9622 020

School Chaplain

Chaplaincy provides a positive impact on the character, attitudes and values of young people. Mr Paul Standish is our School Chaplain. Paul commenced at Pingelly Primary school in Semester 2, 2018. Our School Chaplain will be at school 3 days a week for 2019. If you would like to have a talk with Mr Standish, please contact the school office & a time can be arranged.

School Nurse

The School Nurse is available fortnightly for screening checks, issues with eyes & ears, Medical Plans for Asthma/allergies/anaphylaxis, as well as other services. This includes a full health appraisal of children, either at Pre-Primary or Year 1. Some time is spent assisting teachers in the classroom with courses concerning Hygiene, Drug Awareness, Growing Up and Health Education.

- If you need to speak to the School Nurse, she is available at the Pingelly Hospital on 9887 2222.

Dental Clinic

The Health Department of Western Australia Dental Services makes a yearly visit to the school to examine students' teeth. If treatment is necessary, it can be conducted with the approval of the parents.

The dental service is available to all students between Pre-Primary and Year 11.

- The Dental Clinic may be contacted on 9881 2281 (Narrogin)

Banking Details

All payments for contributions are paid at the beginning of the school year. A number of payment options are offered, including cash, cheque or internet banking

- **Pingelly Primary School - BSB: 633 000 - Account No: 123471468**
Please use your eldest child's full name as a reference.
- A payment plan will be happily accepted, please contact the school office to arrange.
- Charges for camps, excursions, incursions (eg. visiting performers) and/or sporting clinics will be charged when your child attends the activity.



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