PARENT PARTICIPATION & INVOLVEMENT

Parents are encouraged to become involved in their children's schooling. They are relied upon to help in running various programs in the school. W*ays in which parents can help are:* Class Parent Representatives, Book Covering, Canteen, Library, listening to Oral Reading, Classroom help, P&F sub committees, School Board, Camps and/or Excursions, Head Lice network group, Support-A-Reader, Support-A-Writer, Maths Tables Program and Sports days. Volunteers are to complete and lodge a Confidential Declaration with the school if they are assisting teachers. A Working with Children Check is required if you plan to assist and attend an overnight camp. Applications can be made through Australia Post at a small cost.

Parents are expected to record their arrival and departure times in Block Registers or at the office as a security measure.

REPORTING TO PARENTS

Regular and relevant information is provided by teachers to parents on student progress and achievement on both a formal and informal level. This includes two written reports using a prescribed system template in each semester and regular interviews with class teachers. An Open Evening in term 3 provides an opportunity for showcasing the school.

STUDENTS LEAVING THE SCHOOL DURING SCHOOL HOURS

If a parent collects their child from school between 8.40am and 2.50pm they are required to arrive at reception and receive an AUTHORISATION SLIP (yellow). This is a security measure set up by the school in the best interest of child safety.

If you arrange for your child to be collected by someone other than yourself please make sure you telephone the school, and remind the person they may be asked to present proof of identity (driver's licence). *No student will be released from class unless the person collecting them is **identified** and **authorised*** and in possession of a yellow authorisation slip.

SCHOOL CONTACT

As staff have many duties to perform, it is preferable to telephone the school, in advance, to arrange appointments. Please do **not** contact your child's teacher between 8.25am and 8.40am and expect an appointment or a conversation. **This time is valuable planning and preparation time for teachers and students as they organise themselves for the school day.**

SCHOOL BOARD

The Falcon School Board consists of parent and staff representatives who assist the Principal with planning, monitoring and reviewing school priorities and policies. The Board plays an active role in school decision making. A brochure is available from reception explaining the roles, responsibilities and functions of the Board.

SCHOOL PSYCHOLOGIST

Mrs Aimee Purser is employed as School Psychologist to provide a regular service for our students. Mrs Purser is available on Wednesday and Thursday with referrals made through reception.

SCHOOL BEFORE AND AFTER CARE - **Waratah** provides before and after care for students on site. This facility operates from 6.00am to 8.30am and 2.30pm to 6.30pm. For information and bookings contact Leigh or Tammie on 0414 535 685 or email leighmetcalf@live.com.au.

SICK STUDENTS

Students who are sick should **not** be sent to school. The parent of a child who falls ill or is injured at school will be contacted and asked to take them home. Please arrange an emergency contact willing to look after your child if you are unavailable. In an emergency situation, a doctor or ambulance may be called. Please make sure all contact details are updated and current as is your ambulance cover.

SKOOLBAG

Skoolbag is a smartphone 'school to parent communication app' offered free to parents. Please visit Administration for instructions on how to access this service or visit www.skoolbag.com.au.

STUDENT DRESS CODE

Students are expected to wear:

- Jade and blue school polo shirt or Graduation shirt (with school logo)
- Royal blue shorts/air flow shorts, sports skirt, pants, skort or school dress (available from uniform shop)
- Falcon windcheater or jumper, Graduation jumper
- Low heeled footwear - sneakers, shoes, enclosed sandals (closed shoes for Physical Education)
- Blue hat or cap – available from the uniform shop
- Hair to be worn neat, clean and off the face (long hair tied back for girls and boys). NO COLOURED hair please!

Small stud earrings or sleepers in ears, watch, medic-alert bracelet/necklace acceptable

The *Student Dress Code* is endorsed by the School Board and is a condition of enrolment. Please support us in achieving 100% compliance.

SWIMMING LESSONS

Swimming lessons are an integral part of each child's physical education program. In-Term lessons for students in Pre Primary to Year 2 are held at the Mandurah Aquatic and Recreation Centre for students in Years 3 to 6 at Avalon Beach. Parents will be advised of times during the year. It is essential that all students participate in swimming lessons. Swimming lesson charges are calculated for pool entry and bus fare only (P-2 only).

TERM PLANNER

A Term Planner accompanies the first newsletter of each term. Please keep this planner handy as a ready reference of important school events.

UNIFORMS

Uniforms area available to purchase from Hot Klobba Clothing Unit 3, 104 Park Road Mandurah. Telephone 9535 1900. Hats can be purchased from the canteen and library bags from the library.

VOLUNTARY CONTRIBUTIONS

The School Board endorses voluntary contributions of $60.00 per child. Parents may use any of the following payment options

(Account Details: BSB 016 205 Account 408401369—Please use students surname and initial):

- Pay full amount of $60 per student
- Pay $15 per student per Term
- Pay any amount affordable as a donation.

Falcon Primary School

A Western Australian Independent Public School

Information Brochure

Falcon Primary School facilitates personal learning and promotes values that enable students to live successfully in a changing society.

Important Dates 2018

Term 1:	Wednesday 31 January to Friday 13 April
Term 2:	Monday 30 April to Friday 29 June
Term 3:	Tuesday 17 July to Friday 21 September
Term 4:	Monday 8 October to Thursday 13 December

Student Free Days—Public Holidays

	School Development Days	Public Holidays
Term 1:	Monday 29 January Tuesday 30 January	Monday 5March (Labour Day) Friday 30 March (Good Friday) Monday 2 April (Easter) Tuesday 3 April (Easter)
Term 2:	-	Monday 4 June (WA Day)
Term 3:	Monday 16 July Monday 27 August	
Term 4:	Monday 22 October Friday 14 December	

School Hours

Start:	8.40am
Recess:	10.30am to 10.50am
Lunch:	12.30pm to 1.10pm
Close:	2.50pm

Classrooms are open from 8.25am

Our Beliefs

All children learn in an environment that is inclusive and safe, where they feel valued and supported.
Learning experiences should respect and accommodate differences between learners.
The importance of parent, teacher and student sharing common goals, interacting positively and being mutually supportive.
Learning should be meaningful, enjoyable, relevant and consistent with the background of the student.
Developing learners who are independent, self reflective and responsible;
Staff working with parents and children to promote essential community values, students, staff and parents demonstrating respect for each other and the school.

PO Box 5018 Falcon WA 6210 Ph: 9534 2411 Fax: 9534 2093
Email: Falcon.ps@education.wa.edu.au
Principal: Mr Warren Bachman

ATTENDANCE

The *School Education Act* requires all school age children (Pre Primary to Year 6) attend school each day of the school year. Parents are asked to inform the school each morning before 9.15am if their child is absent. **A text message is preferred to 0437 159 606**. At 9.45am and 1.45pm a text message will be sent out to parents of students absent without explanation. Your child's attendance will be monitored and you will be contacted if it is considered at risk (below 90%). If this rate is consistently low an appointment will be made with the Principal.

Attendance of students enrolled in Pre Primary to Year 6 is compulsory.

ANNUAL SCHOOL REPORT

The *Annual School Report* is the key vehicle for providing the community with information about the performance of students and the school as a whole. It can be accessed on the school website **www.falconps.wa.edu.au at the end of term one each year.**

BEHAVIOUR MANAGEMENT

Parents work closely and collaboratively with the school in an endeavour to provide a supportive and caring environment for all students. A strong focus on Values Education is embedded into the curriculum.

STUDENT CODE OF CONDUCT

Everyone has a right to be **SAFE**
Everyone has a right to be **HAPPY**
Everyone has a right to **ACHIEVE**
Everyone has a right to be **RESPECTED**
Everyone has a right to be treated **EQUALLY**
We will **COOPERATE** with others
We will **ACCEPT** others' differences
We will **RESOLVE** our problems
We will **ENCOURAGE** each other

BICYCLES (scooters/skateboards)

Students who use scooters, skateboards and bicycles to get to school must wear helmets. Bicycles are left locked in the bicycle racks located at the front and rear of the school. Scooters and skateboards are kept in the enclosure next to the assembly area. ***The school takes no responsibility for theft or damage.***

Students must walk bicycles, scooters and skateboards on school grounds.

BUSINESS PLAN

This document articulates the school vision, expectations of staff, parents and students, purpose for teaching and learning, priority areas and targets over the year. Operational plans complement the business plan and are prepared annually.

The *Business Plan* for the school is endorsed by the School Board.

CAR PARK

For safety reasons, children are not permitted in any school car park area unless supervised by an adult. Parents are asked to exercise **strict** control of their children when crossing the car park areas. Please read all signs carefully and follow these to ensure safety and minimum congestion. Parents are asked to observe the KISS and DRIVE facility and are discouraged from parking in this area. Angled parking is available on Ferguson Street. Parents cannot stop to pick up or drop children behind these bays or in no standing zones. Parking rangers regularly enforce parking laws around the school.

CANTEEN—The Tummy Rumble

A canteen manager is employed by the P&C to operate *The Tummy Rumble*. The canteen aims to provide students with wholesome meals at a reasonable price. The school is committed to the *Healthy Food and Drink Policy* developed by the State Government. The success of the canteen is dependent on the support of volunteers—Mums, Dads, Grandparents or Carers. Volunteers are asked to contact the Canteen Manager from 8.00am to 2.00pm each day on 9534 2934.

CHAPLAIN

The school has accessed a Chaplain through Youth Care. Mrs Harriet Coombe is available on Wednesdays and Fridays.

COMPLAINTS versus QUESTION versus CLARIFICATION

Your child's academic progress, general behaviour, homework, attendance should be directed to your child's teacher. Contact the Principal or Assistant Principal if you weren't able to achieve a satisfactory arrangement with the teacher or your enquiry is about the conduct of a staff member.

EARLY ARRIVALS

Students are supervised in a designated undercover area if they arrive prior to 8:25am. Classrooms are not open until 8.25am.

EXCURSIONS AND CAMPS

During the year teachers organise various excursions. These excursions are usually linked to incentives or to complement their educational program.
Parents are informed about the number of excursions and associated costs at the commencement of the school year so they can budget ahead.
A decision on a venue for the Year 6 camp will take place early in the year.

ESSENTIAL FORMS FOR COMPLETION

Parents are asked to update the following forms each year.

- *Medical Summary form* (useful for camps/excursions)
- *Health Authorisation Form* (for students with a medical condition)
- *Internet Usage Form* (before students in years 2 to 6 can access the internet)
- *Imagery Use Form* (permission for photographs to be taken and used for promotion of school)
- *Avalon Beach/Northport Reserve Consent Form (all year)*
- *Reap the Rewards Behaviour Agreement (Yrs 2-6)*

HEAD LICE

Parents are asked to regularly check their child's hair for eggs (nits) or live lice and to treat accordingly. Should a child be identified with live lice at school, parents will be contacted and the child sent home for treatment. Once treated, the child may return to school through the office where an administrator will check their hair and authorise the child's return to class.

HOMEWORK

Homework is not a requirement for primary age students. Therefore, homework should be negotiated with individual class teachers. The focus of homework is to further develop a student's independence as a learner. It may include weekly contracts, home reading, spelling lists, tables or even a research assignment.

HEALTH CARE

The administration of all medication is supervised by the Assistant Principals.
A *Health Care Authorisation* needs to be completed by parents and medication taken to the office before school and stored in the sick bay. No medication, except **asthma puffers** can be kept in school bags or classrooms unless discussed and authorised by the Principal. Medication should be in its original container and must clearly identify the child, type of medication, exact dosage and time medication is required. If medication is prescribed for longer periods, the *Health Care Authorisation* will need to be completed and signed by the prescribing doctor and returned to school. These may be faxed or emailed.
Prescribed short term medication that is end dated such as antibiotics do not require a doctor's signature.

INDEPENDENT PUBLIC SCHOOL

Falcon commenced as an Independent Public School in 2013. This means the local community, with the support of the School Board, are able to contribute to decisions to improve student learning opportunities.

MOBILE PHONES & ELECTRONIC DEVICES

Students must submit mobile phones, or any other electronic device brought to school, into the office each morning and collect these each afternoon. Parents and visitors attending assemblies are asked to please make sure their mobile phone is switched off as a matter of courtesy.

NUT AWARE SCHOOL ENVIRONMENT

Falcon Primary School *promotes a nut-aware environment* as several students suffer from severe nut allergies. Parents are asked to please support the school by excluding nuts or foods with traces of nuts from their child's lunchbox. This decision is supported and endorsed by the School Board as a matter of safety.

NEWSLETTER

A fortnightly school Newsletter (*Falcon Flyer)* is electronically sent to families with information regarding coming events, P&C activities and other relevant information. Newsletter issue day is Friday fortnightly after the first Friday of each term. Please ensure your email address is up to date on the data base. The Newsletter is sponsored by local businesses. Copies are available at reception.

PARENTS AND CITIZEN'S ASSOCIATION

The Falcon P&C Association is a parent forum for fundraising and general concerns.
Meetings are held at the school on the second Wednesday of each month commencing at 1.30pm. Classes are represented by a parent selected at the AGM. These representatives are encouraged to attend P&C meetings.

PARENT ASSEMBLY

Parent Assemblies are held fortnightly on a Friday morning commencing at 8.50 am. Parent Assemblies involve class items and the presentation of Honour Certificates, Principal's Awards and Aussie of the Month Awards.

PERSONAL ITEMS LIST (STUDENTS)

Please ensure your child is adequately prepared for school by providing each item specified on their year items list. Copies of lists for new families are available on enrolment, the school website and from Ziggies Educational Supplies phone 9455 3717.