

# CONNOLLY PRIMARY SCHOOL

## Information Book



*Excellence • Learning • Innovation • Care*

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# WELCOME

Welcome to Connolly Primary School. Our school community hope you and your child(ren) enjoy the school and the learning experiences we offer. Our community sees Connolly Primary School as a caring and dynamic learning institution, characterised by a welcoming atmosphere, a broad range of learning experiences and a commitment to excellence.

This information booklet has been produced for distribution to every family in the school and will be given to parents of new children. It contains the answers to frequently asked questions from parents regarding the schooling of their children and is designed as a reference to be retained at home while children attend Connolly Primary School.

Connolly Primary School was established in 1991 and is located approximately 25 kilometres north of Perth. The school achieved Independent Public School status in 2012.

The school provides educational services to students from Kindergarten to Year Six. The school is organised into phase of learning teams, with each team is led by an experienced Level 3 teacher. All teams operate in the context of strongly defined, whole school approaches to teaching and learning.

## OUR OBJECTIVE

*For every child to achieve his or her potential by utilising our passion for learning, diversity, educational methods and innovation to make our school the first choice for parents.*

In working together to achieve our objective, we seek to ensure that the following goals are achieved for all students:

- Raise our school's NAPLAN mean scores for English & Mathematics to be 7% above the Australian Mean.
- Continue to develop a teaching environment to complement learning and development in additional curriculum areas.
- Develop a clear vision and plan that focuses on measurable, improved student learning through ICT for learning in the 21<sup>st</sup> Century.
- Define and develop a school environment that builds a physical and emotional learning platform to optimise student learning.
- Foster and strengthen productive and sustainable relationships to enhance student learning.

## OUR VALUES

**Passion for learning** - All members of the school community strive to learn and grow their skills, knowledge and attitudes.

**Striving for our personal best** - We identify personal goals and strive to achieve them.

**Innovation and growth** - We seek to grow our abilities and knowledge through innovation and change.

**Harmonious respectful relationships** - We care for and support each other.

**Celebrating and supporting diversity** - We learn about each other and celebrate our diversity.

**Shared accountable leadership** - All members of the community embrace leadership opportunities.

**Accepting responsibility** - We accept responsibility for our actions.

## At Connolly PS, we believe children learn best when..

1. They have motivation and purpose
2. They have professional teachers and administrators who are well-supported
3. They are provided with opportunities to learn.
4. The learning program recognises inclusivity and difference.
5. They have the opportunity for action and reflection.
6. They have a supportive learning environment.
7. They have the opportunity to learn independently and collaboratively.
8. The learning program offers connection and challenge.
9. Parents ensure students are well prepared for learning.

## ENROLMENTS

Parents must fill in an Enrolment Form when they are enrolling their children. It contains vital information that will assist us with the care of your child. If there are any Family Court Orders or parenting plans pertaining to the care of your child(ren), documents should be photocopied so that they can be attached to the Enrolment Form. A requirement is that the Immunisation Records are sighted, Birth Certificate or Extract as well as any passport or visa documentation if applicable. Accurate school records are essential to minimise time in emergencies.

Parents should notify school of any:

- change of address & telephone number
- change of employment, and
- change of emergency contact persons.

## BOUNDARIES

The school's boundaries include the suburb of Connolly, a quadrant of Currambine (encompassing Shenton Ave, Connolly Drive, Moore Drive and Joondalup Drive) and the Joondalup City North.

## CLASS INFORMATION

Preliminary class lists are completed in the week before school starts. These will be displayed on classroom and front office before school starts so that parents and children can go directly to rooms on their first day. Some movement of children may be necessary at the end of the first week if there are changes to enrolment numbers.

## SCHOOL TIMES

<b>Class Opens</b>	8.25 am
<b>Start</b>	8.40 am
<b>Recess</b>	10.50am - 11.10am
<b>Lunch</b>	1.10 pm - 1.50 pm
<b>Finish</b>	2.50 pm

Students from Pre-Primary to Year Six attend school five full days per week. Our school provides a fortnightly Kindergarten program (ie 3 days one week and 2 days the following week). A transition process is in place for Kindergarten students at the start of the school year, with students attending for half days in the first two weeks. Children are requested to monitor their departure time from home so that they arrive in comfortable time to order lunches, unpack bags and prepare for the day's lessons.

Parents are asked to ensure that children do not arrive earlier than 8.25, which is the recommended arrival time. Playground equipment is not available before school.

## BOOKLISTS

Each year the School Board appoints an agent to handle student requirement lists. These are distributed and need to be returned by the advertised date. Orders are individually packaged and are sent to the student's home address. All orders placed through the school earn a significant commission, which goes into the school funds to buy teaching resources.

## UNIFORMS

At Connolly Primary School, our School Board has established a Dress Code for all students and staff attending the school, and that all parents are aware of the School Dress Code. The P & C Association operate the school uniform shop. Parents will be notified in the newsletter of the Uniform Shop's opening times. Order forms are available from the front office. **Please mark all clothing with child's name.**

## VOLUNTARY CONTRIBUTIONS

The Department of Education allows primary schools to collect voluntary contributions of up to \$60.00 per child to assist with the purchase of equipment and services to support the learning programs we provide. Your support with this early in the year is appreciated, so that the fund can be put to good use to assist with educating our students. Payments can be made by cash, cheque or EFTPOS at school, through the booklist or by online bank transfer (see payments section for bank account details).

## PAYMENTS TO SCHOOL

Prior to school commencing each year, parents will receive a schedule of anticipated costs for the upcoming year i.e. excursions, swimming lessons etc. Permissions slips are sent home in advance prior to each event with requests for payment to be made to the school office at least one week before the event.

Families have the option to 'pay upfront' each year, semester or term, thereby having a credit on student accounts. This unallocated credit can then be used to cover the costs of events as they arise throughout the year.

Payments can be made by either cash or cheque to the school payment box in the administration building, by EFTOS at school or through online bank transfer. See below for bank account details.

1. Use the PAY ANYONE facility on your bank's website.
2. Recipient is: CONNOLLY PRIMARY SCHOOL.
3. BSB: 016-338
4. ACCOUNT #: 340 956 519
5. Reference/Narration: (child's name, room number, reason) eg JohnSmith B4 Zoo

## PARENT - TEACHER CONTACT

The School actively encourages teacher-parent interaction. Administrators and teachers are always happy to conduct interviews when a parent has a concern. Such interviews are more productive when a prior appointment is made. When the parent and the teacher are concerned about a child's progress, the assistance of our Student Service Team may be sought.

## SOCIAL MEDIA

Connolly PS utilises a variety of social media to keep our families and the community informed about the operations and events within our school. In addition to the school website ([www.connollyps.wa.edu.au](http://www.connollyps.wa.edu.au)), our school has its own official Facebook page, and its own smartphone app. We encourage all our families to access these, as they are a great form of communication to keep up-to-date with what is happening at our school.

## NEWSLETTERS

Newsletters are published fortnightly on a Monday and emailed to parents. These are also available on our website and school app.

## SCHOOL APP

Connolly Primary School has its own app. It is free to download from the App Store on your smartphone. If you have an iPhone the app can be found in the Apple store and on Android on Google Play by searching *The Smartlink*. Please download the app as it is a great form of communication in keeping up to date with what's happening at our school!

## CANTEEN

The P & C runs the School Canteen five days a week and all families are issued with a menu. Lunch orders should be written on a bag or envelope and money sealed inside. The teacher will collect all orders and forward them to the Canteen. The classroom teacher, using monitors, will distribute lunches. Filled orders are returned to the classroom and distributed under teacher supervision. Lunches can also be ordered online at <https://www.ouronlinecanteen.com.au>

## ASSEMBLIES

School assemblies are generally held each fortnight on a Friday morning from 8.45am. Each class will host an assembly in the school year and parents are most welcome to attend. Information assemblies are held for staff and students on the alternate Fridays. Parents are not expected to attend these assemblies.

## ATTENDANCE

When a child is absent from school, the School Education Act 1999 requires that we seek an explanation. Each day that a child is absent without explanation, a text message is sent to the mobile phone of the parent seeking an explanation. Parents may text a response, ring the school or provide a written explanation to the teacher

***CPS Text: 0408 915 178***

Parents should be aware that if a child participates in less than two hours instruction in a session (am/pm), this is considered an absence.

Children who arrive late to school must go to the front office to receive a late note. Reasons for lateness are followed up with a text message.

Parents wishing to collect their child during the course of the school day are required to sign the *Student Collection Book* and collect a *Student Release Authority* form to be presented to the teacher. If children go home for lunch on a regular basis, a covering note will suffice.

## HOUSE SYSTEM (Factions)

Factions are named after Australian native animals.

**KANGAROOS** - Red, **GOANNAS** - Green, **EMUS** - Blue, **DINGOES** - Yellow.

## STUDENT LEADERSHIP

Our school has a number of student leadership opportunities available to students. Selected students receive mentoring in leadership by the Associate Principals, and take on additional roles and responsibilities within the school.

**Student Leaders** - Each term, six Year 6 students are selected by their peers to act as Student Leaders. Student leaders are central to school assemblies and special events.

**Faction Captains** - Two Year 6 students per faction (one boy, one girl) are selected as Faction Captains during Term 3. Additional roles and responsibilities are centred on preparation for the school faction carnival.

**Library Leaders** - Each semester, six students from Year 4 are selected to be library leaders. This is a great opportunity for our middle primary to gain leadership skills and experience.

## EXTRA-CURRICULAR PROGRAMS

In addition to the core subject areas, our students have access to specialist programs in Physical Education, Visual Arts and Music, and Japanese (Years 2+).

There are many additional opportunities for students to engage in extra-curricular programs which include:

- Instrumental Music - Our school offers the opportunity for selected Year 6 students to learn clarinet, flute, trumpet or guitar (through the School of Instrumental Music). Our school also hosts private tutors in keyboard, and percussion.
- School Choir
- School Band
- Interschool Sports
- Out-Of-Hours Sports
- School Musical Production
- Buddy Class Program
- Charity Fundraising Events

## SCHOOL SERVICES

Medical, Dental, Psychological, and Chaplaincy services are available through the school.

- The **School Nurse** makes regular visits to the school.
- A **Dental Therapy Centre** is located at Heathridge Primary School, Channel Drive, Heathridge. The Dental Therapy can be contacted on 9401 3508. Dental forms are issued to new enrolments and returned forms entitle children to free dental treatment.
- The **School Psychologist** offers assistance with educational and social problems. Teachers and parents may make referrals, which are coordinated by the Student Services Team.
- The **School Chaplain** offers assistance with social and emotional issues. Teachers and parents may make requests, which are coordinated by the Student Services Team.

## LIBRARY RESOURCE CENTRE

Our Library Officer manages the school's Library Resource Centre. Children are able to borrow one or two books each week (according to year level) if they have a library bag to ensure the book's protection. Parents are asked to encourage children to return books on time as the cost of replacement of lost or damaged books is passed on to the family concerned.

## ICT

Information and Communication Technologies (ICT) play an important role in the student learning. Every classroom is equipped with an interactive whiteboard, and students have access to computer banks in each teaching block. Each block of classrooms also has access to a bank of portable devices (iPads and surface tablets) for use by students as part of the learning program. Classes in Years 4-6 are also provided the option of participating in the schools Bring Your Own Device (BYOD) initiative, which allows students to bring their own devices to help enhance their learning.

## PARKING

The Education Department of WA does not allow school car parks to be used for the pick up and drop off of students. Parents are asked to refrain from driving onto the school grounds to deliver children in the morning. Parents are encouraged to use the 'Kiss and Drive'.

## KISS'N'DRIVE

A Kiss'n'Drive facility is located at the front of the school on Fairway Circle and is clearly sign posted. Please note the instructions for using Kiss'n'Drive effectively.

- Students may be dropped off or picked up at this point.
- If your child is not at the Kiss'n'Drive to be collected, please do a lap between the roundabouts until your child arrives. Do not hold up the bay while waiting for them.
- When collecting your child, drive into the forward most bay, allowing others to follow in behind you.

## CROSSWALK WARDEN

A Crossing Warden operates the children's crossing in Fairway Circle before and after school. Parents are asked to reinforce with children the need to use this service for safety reasons. It is illegal to cross the road within 50 metres of a manned crosswalk.

## CYCLISTS

Children riding bicycles, scooters or skateboards are required to alight and walk them through the school grounds for safety reasons. The pathways on Fairway Circle are dual purpose and cyclists need to be aware of pedestrians at all times. Police recommend that children do not ride bikes to school until they are in Year 4. All bicycles, scooters, skateboards etc are to be stored in the bike racks.

## SCHOOL BOARD

A School Board operates as the major vehicle for school decision making. The Board determines school priorities and endorses the Business Plan and School Policies. The Board meets regularly and comprises of the Principal, four elected parent representatives and three elected staff representatives, a representative from the P & C Association and two members selected from the wider community. Elections for parent representatives are held as vacancies become available.

## TELEPHONE MESSAGES

In a large school, personal telephone calls and messages for students can tie up the precious time of office staff. Please limit such calls to emergency situations only. We do not encourage students to have mobile phones on school grounds and children who use a mobile phone at school will have the phone confiscated.

## PARENTS AND CITIZENS' ASSOCIATION

The P & C meet on the second Wednesday of the month at 7.30 pm in the Staff Room. Changes to this time will be advised through the Newsletter. Parents attending are always warmly welcomed. Should you wish to become involved in our P & C Association, please make contact with the administration staff at the school office, who will put you in touch with the appropriate P & C office bearer.

A very active, efficient and effective P & C supply much valued support to the good running of the School, and the more parents actively involved the greater the benefit to our school.

## COMPLAINTS MANAGEMENT

Our school recognises that from time to time parents identify concerns they wish addressed. We encourage parents to bring these concerns to the attention of the classroom teacher, or a member of the school administration team. The school has a complaints management process to facilitate resolving such issues. Copies of the policy are available from the school's web page.

## SCHOOL DEVELOPMENT DAYS

Public Schools are provided with seven days, known as School Development Days, each year for the purpose of professional development and planning. Two of these days are taken on the week prior to the students commencing school in Term One. The timing of other days are determined by the School Board, but are usually held on the first day of term.

## LOST PROPERTY

Parents are asked to label all clothing and belongings so that lost property may be easily reclaimed. A Lost Property box is located outside our Administration building. The school disposes of unclaimed articles at the end of each term.

## COMMUNITY USE OF THE SCHOOL

Use of the school grounds and buildings by community members is encouraged and may be negotiated with the school Registrar.

The Education Department of WA has advised that children who return to the playing areas out of school hours are considered to be under the care of parents. Parents are asked to remind children to stay away from the buildings at all times out of school hours for security and safety reasons.

## SCHOOL WATCH

Connolly Primary School would appreciate your assistance in helping to stop vandalism and theft at the school. If, outside school hours, suspicious behaviour in or around the school is noted, please call one of the numbers listed below. No further action is required, as the person you contact will do whatever is necessary.

**Joondalup Police:** 9400 0888, **Education Security:** 9264 4771 or 9264 4632

## MEDICATION

It is preferred that medications are administered at home or self-administered by the student. If medication is to be administered by a staff member then documents must be completed by the parent and the prescribing doctor, before staff will hold and administer medication. These forms are available from the office.

If your child has a severe medical condition, i.e. bee sting allergy, peanut allergy etc, please contact the principal to arrange an emergency action plan. A copy of the school's Medication Policy is included at the back of this booklet.

## ILLNESS AND FIRST AID

A member of staff will treat minor injuries and ailments. When a student becomes too ill to remain at school, parents will be contacted requesting the child be taken home.

In the event of sudden illness or an accident, a decision may need to be made either to call for an ambulance or to transport a child to Joondalup Health Campus or the Joondalup Medical Centre, dependent on the circumstances.

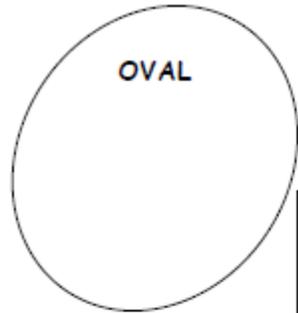
Parents are asked to ensure that the school office is updated with any changes to contact or medical details. Please contact the Principal if you wish to discuss any particular medical issues.

## SCHOOL POLICIES

All of our school policies are available to view on our website at [www.connollyps.wa.edu.au](http://www.connollyps.wa.edu.au)



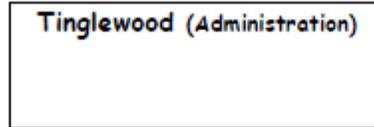
# Connolly Primary School



**Tuart**

T3	T4
T2	T1

**Tinglewood (Administration)**



**Banksia**

B1	B2	
B4	B3	B5 Before & After School Care

**Library**

**Art Rm**

**Music Rm**

Library	Art Rm
	Music Rm

**Melaleuca**

**Karri**

K3	K4
K2	K1

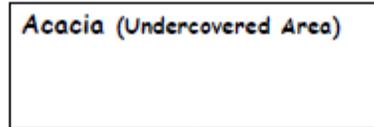
**Jarra**

J3	J4
J2	J1

**Wattle**

W1	W2
W4	W3

**Acacia (Undercovered Area)**



**Marri**

M3	M2	M1
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