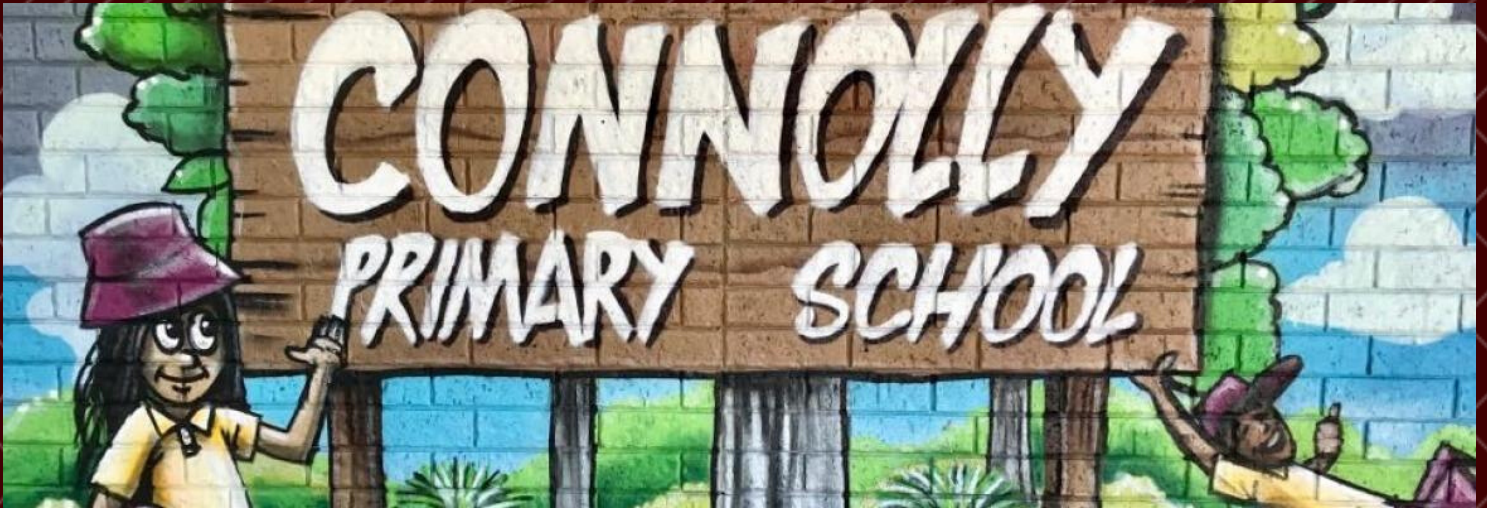
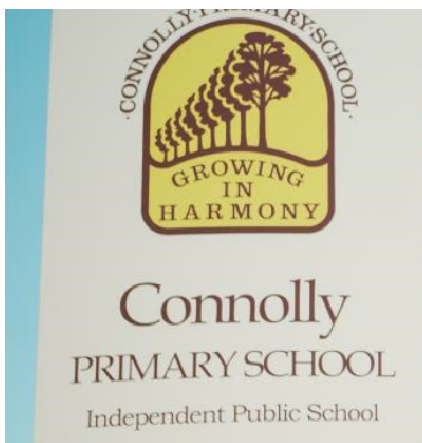


INFORMATION BOOK

CONNOLLY PRIMARY SCHOOL





Welcome to Connolly Primary School

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 being led by an experienced Level 3 teacher. All teams operate in the context of strongly defined, whole school approaches to teaching and learning.

Our Vision

"Enriching our students' lives through learning"

Collaborative, consistent and targeted implementation of the Western Australia Curriculum to improve student outcomes.

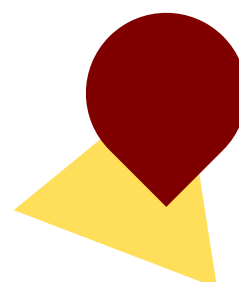
Encourage student engagement and a sense of belonging.

Immerse students in learning for the 21st Century through the utilisation of digital technologies across each learning area.

Provide a positive learning environment which ensures safety, engagement, appropriate behaviour and mental health & well-being.

A continued commitment to proactive and consultative school leadership and governance practices.

LEARNING - RESPECT - INCLUSION - RELATIONSHIPS - INDEPENDENCE



EFFECTIVE TEACHERS AT CONNOLLY PRIMARY SCHOOL

- Have high expectations for learning and behaviour for every student, in every classroom, every day
- Challenge students to achieve their personal best
- Know all students really well and build positive relationships
- Model a respect for learning and the classroom and school environment
- Provide explicit and consistent routines for learning, wellbeing and behaviour
- Acknowledge differences amongst students, every child feels acceptance and self-worth
- Use a range of pedagogies, including explicit teaching and techniques that best serve the learning needs of their students
- Know the content really well
- Frequently provide their students with quality cumulative and summative feedback
- Use data to inform planning and teaching
- Are self-reflective, collaborative and embrace change

EFFECTIVE STUDENTS AT CONNOLLY PRIMARY SCHOOL

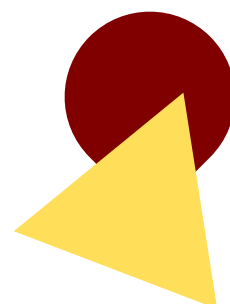
- Ask questions - seek clarity
- Work Hard – self discipline
- Are involved – extra curricula
- Are self-motivated – purpose, meaningful goals
- Are problem solvers –critical and creative thinkers
- Are solid citizens – well behaved, follow rules
- Have a support system – offer advice, guide, coach
- Are trustworthy – dependable, reliable, honest
- Accept responsibility – accountable for outcomes
- Are lifelong learners – learn from all experiences
- Believe in themselves – high self-efficacy
- Are risk takers – lateral thinkers
- Are organised
- Are consistent and persistent – show perseverance
- Are resilient – bounce back from setbacks
- Have a strong relationship with their teachers – valuable resource
- Value education - engagement

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 for the new school year. These will be displayed at classrooms and the 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

Class Opens	8:25am
Start	8:40am
Recess	10:50am – 11:10am
Lunch	1:10pm - 1:50pm
Finish	2:50pm



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). 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 8:25am, which is the recommended arrival time. Students who arrive before 8:25am will be supervised from 8:15am in the quadrangle outside the administration building. Playground equipment is not available before school. Families must leave the Early Childhood area after children have been collected from school, as OSH utilises this space for their after school care program.

Personal Items List

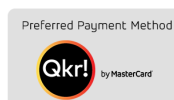
Each year the School Board appoints an agent to handle student personal item lists. These are distributed and need to be returned by the advertised date. Orders are individually packaged and are sent to the student's home address.

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. Order forms are available from the front office or online. Please mark all clothing with your child's name. Jewellery such as long earrings and chunky chains should not be worn at school.

Voluntary Contributions

The Department of Education allows primary schools to collect voluntary contributions of up to \$60.00 per child per year 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 funds can be put to good use to assist with educating our students. Our preferred payment method is through the Qkr® app.



Payments to School

Prior to school commencing each year, parents will receive a Schedule of Contributions and Charges for the upcoming year i.e. excursions, swimming lessons etc. Parents will be notified of these upcoming events throughout the year, which are uploaded to the app Qkr®. The Qkr® App allows parents to grant permission, as well as pay for these events as they arise. Parents are urged to download the app on enrolment.

Preferred Payment Method



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), our school has its own official Facebook page. 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.

Digital Learning App - SeeSaw

At Connolly Primary School teachers and students use the app SeeSaw to engage in digital workflow. SeeSaw is used to share your child's learning and is also used as a communication tool for quick reminders.

Newsletters

Newsletters will be distributed two times per term. (approx Week 5 & 10). Please visit our website for regular updates and visit your child's SeeSaw account.

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://quickcliq.com.au/Default.aspx>

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.

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 panel, 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.

Cross Walk 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, as well as disrupt the classroom. Please limit such calls to emergency situations only. We do not encourage students to have mobile phones on school grounds.

Children are required to sign their mobile phones in at the commencement of the school day at the school office. They then sign them out after the final siren. Failure to comply will result in the confiscation of the phone.

Parents and Citizens' Association

The P & C meet on the second Wednesday of the month at 7:30pm. Changes to this time will be advised.

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.

Feedback

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.

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.

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