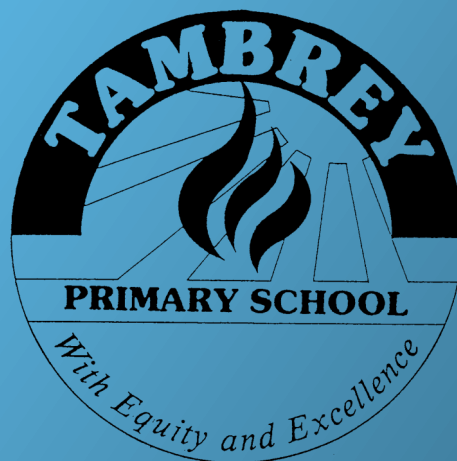


# Parent Handbook

## 2017



## **Tambrey Primary School**

Tambrey Drive  
Karratha WA 6714

Telephone: (08) 9144 2020

Facsimile: (08) 9144 2644

Web Address: [www.tambreygps.wa.edu.au](http://www.tambreygps.wa.edu.au)

Principal: Mr Troy Withers

Deputy Principals: Mrs Julie Pullen  
Mrs Kate Mouda-Hughes  
Mr Brett Mullen

Registrars: Mrs Danya Breman

School Officers: Mrs Jennifer Hill  
Mrs Candy-lee Crabbe

## **TAMBREY PRIMARY SCHOOL**

We are a dynamic, innovative and inclusive  
community that nurtures and inspires life  
long learning and high levels of  
achievement for all.

## **TAMBREY PRIMARY SCHOOL**

### ***PRINCIPAL'S FOREWORD***

**- 2017 -**

*Welcome to Tambrey Primary School. The Tambrey Primary School Parent Handbook has been presented to assist you to understand the educational and organisational aspects of our school.*

*As a new Independent Public School, we are committed to responding to the needs of our community. We empower all stakeholders: staff, parents and students to have a growth mindset and dedication to improvement.*

*If you have any questions regarding these or other matters, please do not hesitate to contact the school in person, by telephone (08) 9144 2020.*

*The establishment of a positive partnership between home and school is critical to ensure all children are provided with the opportunity for every student to be successful.*

TROY WITHERS  
PRINCIPAL

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## 2017 Term Dates

The school year is divided into four terms. Term dates are available on the department website. School Development dates are set to best cater to the unique needs of Tambrey Primary School; you are advised of these well in advance. Term dates for students in 2017 are:

Term One	:	Wednesday 1 February	-	Friday 7 April
Term Two	:	Monday 24 April	-	Friday 30 June
Term Three	:	Monday 17 July	-	Friday 22 September
Term Four	:	Monday 9 October	-	Thursday 14 December

School Development Days For Staff: *(To be confirmed)*

Term One	:	Monday 30 January 2017 and Tuesday 31 January 2017
Term Two	:	Monday 24 April 2017
Term Three	:	Monday 17 July 2017
Term Four	:	Monday 9 October 2017

Students do not attend school on School Development Days.

## 2017 Public and Community Holidays

Labour Day.....	6 March
ANZAC Day .....	25 April
Western Australia Day .....	5 June
FeNaCING .....	TBC

Australia Day, Good Friday, Easter Monday and Christmas holidays all fall within school holiday periods in 2017.

## School and Administration Times

### Office Hours:

Monday to Friday 8:00am—3:00pm

### Kindergarten—Year Six:

Monday to Thursday

8:10am	Doors open
8:20am	Instruction commences
10:30am	Morning Recess
10:50am	Instruction resumes
12:50pm	Lunch
1:30pm	Instruction resumes
2:30pm	School closes

## Aboriginal Islander Education Officer (AIEO)

AIEOs provide support and assistance to Aboriginal and Torres Strait Islander students, their parents/guardians, teachers, the school and the community. Their knowledge, understanding and the sharing of Aboriginal and Torres Strait Islander history, language(s) and culture help AIEOs perform this role.

## Absences, late arrivals or removal from school

**Attendance:** The School Education Act 1999 requires compulsory aged students to attend school or participate in an educational program of a school. Principals are to record/monitor student attendance, and use strategies to restore attendance if needed. Where a student is enrolled in a public school, the *School Education Act 1999* (the Act) requires that the student attends the school on site or an educational program of the school elsewhere as directed by the principal.

### Kindergarten

In Kindergarten it is expected that students attend for fifteen hours a fortnight as per the timetable provided.

### Pre—Primary to Year 6

Full attendance, five days a week, is compulsory for all students enrolled from Pre-Primary to Year Six.

**Absences:** Accurate attendance records must be maintained for every student enrolled at Tambrey PS. If your child is absent FOR ANY REASON, you are required to send a written note or verbal message explaining such absence to the teacher when the child resumes or you can phone the front office on 9144 2020. Alternatively, you can send a text to 0409 290 652.

***Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes.***

Tambrey Primary School has implemented the 'Message You' service. If a student has been marked absent from school an automated text message will be sent to inform you of their absence. You can reply to the message to explain the absence and we will update the attendance records.

## Allergies and Anaphylaxis

Tambrey Primary School is an Allergy Friendly School. There are a number of students in all year levels that are anaphylactic. This is a life threatening condition caused by contact with an allergen; most commonly nuts, eggs or fish. There are management plans in place for these students which include recognisable symptoms and the appropriate response for each child. You can assist in reducing the risk to these students by not sending nuts or nut products, including peanut butter and Nutella and by speaking to your child about the importance of not sharing his or her food with others. Tambrey PS supports a nut free lunchbox. We appreciate your assistance in this matter.

## Animals on School Premises

As a duty of care regarding the health and safety of all school community members, animals are not permitted on school grounds unless arrangements have been made with the teacher (for example, a news item). This includes walking dogs through the school grounds at drop off or pick up times.

## Assemblies

Formal School Assemblies are held fortnightly on Wednesdays at 8.20am in the undercover area. All students from Pre-Primary to Year Six attend these assemblies. Kindergarten students attend special event days whenever possible. Specific dates are published in the term planners and Tambrey Tabloid. Parents and friends are very welcome to attend. School Assemblies are held to:

- acknowledge and celebrate student and school achievements
- provide students an opportunity to speak before a larger audience.
- give individual classes the opportunity to perform before a larger audience; and
- disseminate information to members of the school community.

## Banking

The P&C operate a banking service for students to deposit with the Commonwealth Bank. School banking takes place before school each Thursday in the school library. Regular banking helps students learn the valuable life experience of saving and assists the development of financial literacy. The bank pays the P&C a commission based on the number of accounts and volume of deposits. Information on student banking will be provided at the beginning of each year.

## Behaviour Management

We are a Positive Behaviour Support School. The Behaviour Management Policy focuses on rewarding and reinforcing desirable behaviour, and providing appropriate consequences for undesirable behaviour. It is based on providing clear expectations with fair and appropriate rewards and consequences which are applied consistently and equitably. The Tambrey Team Player program provides incentive for students to do the right thing and for attending school on a regular basis.

## Bicycles and Scooters

The Western Australian Traffic Office advises that children under the age of eight years should not ride to school unsupervised. Parents are asked to use their discretion in this matter and recognise that an approved, safety standard helmet must be worn. If bicycles and scooters are ridden to school they must be parked in the bicycle racks near the block and it is essential that an appropriate locking chain be provided for security. Neither Tambrey Primary School nor the Department of Education accept responsibility for any loss or damage to bicycles and scooters. Bicycles and scooters must not be ridden in the school grounds at any time.

## Buses

The Public Transport Authority is launching SmartRider in Karratha. From January 2017, you will be able to travel using the same SmartRider that is used on Transperth services and other regional centres. The Karratha service will operate under the name of TransKarratha. The SmartRider cards will be available for order from the front office. Few Tambrey Primary Students use the bus service. Those that do are supervised after school on school grounds until the bus arrives near the Pavilion car park off Tambrey Drive.

## Calendar Dates

Term Dates and Public Holidays that fall within a teaching term in 2017 are listed at the front of this booklet. All other significant dates are published in the Tambrey Tabloid on a fortnightly basis and are posted on the school noticeboard located on Tambrey Drive. Parent and community participation in school events is encouraged.

## Camps

Historically, senior students are offered the opportunity to attend a camp. While there is no compulsion to conduct school camps, we recognise the value of such experiences for the students. Consequently, in 2017 Year Six students will be offered this opportunity. Details about the location, accommodation, dates and costs will be communicated to the parents of those students well in advance of the camp taking place.



## Car Parking

Parental cooperation and consideration for others is essential in providing a safe and orderly traffic environment for all involved—students, parents and staff.

1. Parking for parents and visitors is available in the carpark off Tambrey Drive. Do not exceed eight kilometres per hour within the school car parks. Please observe and follow traffic signs and directions. Please reverse park when using this car park.
2. Additional parking is available in the unsealed area near the basketball court outside of the fence.
3. Further parking is available in the unsealed area behind ECC 5 and Block 5 off Mantaray Loop.

There is a pedestrian crossing in the car park to provide a safe crossing point for children and their families. Please educate your children in the safe use of this and when driving; give way to pedestrians crossing at this location.

The Staff Car Park has been provided by the Department of Education for the use of Department employees only. You are requested to observe this policy. Due to lack of room to reverse and turn, and only one entrance, it is not safe to use this area to pick up and drop off children.

The access road on the eastern side of the school is for service vehicles and school buses only. It is NOT intended as a setting down or picking up place for private vehicles.

Please remember and adhere to the forty kilometre per hour zone on Balmoral Road and Tambrey Drive. This is for the safety of students walking and riding to school. Police will enforce these speed limits.

## Celebrations

Many individuals, family, community and society celebrate achievements, milestones, religious events and other significant occasions. These can range from children's birthday, Christmas, Ramadan to ANZAC day. We would ask parents to be sensitive to the complexities of a class environment when wishing to share a celebration. Below are class protocols which will avoid actions which, unintentionally, may offend, cause illness or negatively affect the positive learning environment of the class.

### **In class**

Any in-class celebration needs to be inclusive of all students and can not disrupt the learning program.

### **Teacher permission**

Seek permission from the teacher before going ahead with your celebration. The teacher will advise the most suitable time. The best times are usually before morning recess or lunch or alternatively at the end of the day. The teacher will also provide suggestions to ensure everybody enjoys the celebration. Teachers have an array of strategies which will allow involvement by all students.

## Communication to Parents

The Tambrey Tabloid is issued fortnightly, on Wednesday and will be sent home with most senior child attending our school. The newsletter seeks to:

- \* Inform you of current events;
- \* Advise you of future events;
- \* Remind you of past events;
- \* Encourage you to participate; and
- \* Celebrate student achievements;

Supplementary notices from either the administration or classroom teachers may also be issued from time to time. The Tambrey Tabloid is a significant communication conduit between the school and home. We urge parents to read the Tambrey Tabloid regularly to keep up to-date with what is happening in the school.

We partner with our P&C to host a Facebook page; Tambrey Primary School P&C and a website; [tambreyps.wa.edu.au](http://tambreyps.wa.edu.au), which also has a school app linked to it. As required, we also use the Message You text service.

## Communication with Staff

TPS staff are always willing to discuss any aspect of your child's education. At Tambrey Primary School we have implemented an easy process to best address the needs of parents and their children.

COMMUNICATION: EASY AS 1,2,3.

All communication should follow the stages of having contact in the following order:

1. Classroom Teacher
2. If not resolved, contact the office to arrange a meeting with a Deputy Principal
3. If still not resolved contact the office to arrange a meeting with the Principal

Please ensure that you speak with the teacher either before or after school as they have classes during school hours. A meeting time can be arranged with the class teacher and must be arranged if communication reaches discussions with either the Deputy or Principal.

## Community Use of School Facilities

School buildings are available for use, after school hours, by community groups. This includes the covered assembly area and sporting facilities. The oval is a shared facility between the Department of Education and the City of Karratha. Forms detailing hire fees and agreements are available from the Schools Manager Corporate Services.

Please note that unless prior approval has been given; access to the school property after hours is strictly prohibited and is deemed to be trespassing.

## Communicable Diseases

The danger from the presence at school of children suffering from infectious diseases, arises chiefly from their attendance at two periods:

- \* whilst suffering from the early symptoms
- \* when convalescing from the diseases but still retaining the infection on their person or clothing.

Precise information regarding infectious diseases, including exclusion periods is available from the office.

The Principal will inform the School Community of any infectious diseases.

Infectious Diseases Exclusion Table	
GERMAN MEASLES (Rubella)	Exclude for at least 4 days from the onset of the rash.
MEASLES	Exclude until well and for at least 4 days after the onset of the rash.
WHOOPING COUGH (Pertussis)	Exclude for 2 weeks from the onset of the illness or for 5 days after starting antibiotic treatment.
HEAD LICE	Exclude until the day after treatment has commenced.
HEPATITIS A	Exclude for at least 7 days from the onset of illness or jaundice.
RINGWORM	Exclude until the day after treatment has commenced.
SCABIES	Exclude until the day after treatment has commenced.
SCHOOL SORES (Impetigo)	Exclude until the day after antibiotic treatment has commenced.
MUMPS	Exclude until well and for at least 9 days after the onset of symptoms.
CHICKEN POX	Exclude until well and for at least 5 days after the eruption first appears and until vesicles have formed crust.
CONJUNCTIVITIS	Exclude until the discharge from the eyes has ceased or until 3 days after antibiotic treatment has commenced.
DIARRHOEA	Exclude until diarrhoea has ceased.
INFLUENZA LIKE ILLNESS	Re- admit on recovery.

## Contact Details

Parents are requested to ensure that their family contact details are kept up to date at all times. Please advise the front office if your address, telephone number, mobile number, emergency contacts, or custody arrangements change so that your details can be updated. Also, please inform the school of an alternative emergency contact should your regular contact be out of town at any time.

## Contributions and Charges

Tambrey Primary School Council has endorsed the schedule of Kindergarten—Year 6 Contributions and Charges for 2017. The schedule is broken into sections and will allow you to calculate all costs that you might incur throughout the year.

The total amount of contributions parents and carers are being asked to pay has been contained within the \$60.00 per child maximum set in the School Education Regulations 2002. Money collected will be used to supplement school expenditure on the educational programs being run at this school. While contributions are voluntary, the quality of teaching and learning programs is maximised when each family pays its contribution. It equates to 30 cents per day!

## Crunch and Sip

In order to promote healthy eating and to keep our students hydrated in the hot Pilbara climate we have implemented the 'Crunch & Sip' break for students. The 'Crunch & Sip' break is a set break to allow students to eat fruit or salad vegetables and drink water in the classroom. All fresh fruit and vegetables are permitted, including fruit canned in water, juice or no added sugar. Fruit canned with artificial sweeteners added is not permitted. Only plain water is to be consumed, all other drinks are not permitted in the classroom. For further information you can visit [www.crunchandsip.com.au](http://www.crunchandsip.com.au)

## Cyclones

Tropical Cyclones are a seasonally occurring natural hazard that can cause considerable damage to property and potentially threaten lives. The North West cyclone season extends from the beginning of November through to the end of April each year. The S.E.S. and Bureau of Meteorology provides information to schools and the community about the potential threat of an approaching cyclone, ensuring sufficient preparations can be made to minimise the impact on our school and to ensure the safety of our students. On the back page of this booklet is detailed information for parents including the alert system utilised and the actions parents are required to undertake. Please retain this information for future reference.

## Duty of Care

### **Delivering your child/ren to School:**

Your child should not arrive at school more than 20 minutes before school commences (ie. not prior to 8.00 am). There is no supervision of children before this time. Year 1 to 6 students who arrive at school between 8:00am and 8:10am must be seated in the undercover area where they will be supervised by a staff member. Kindergarten and Pre-Primary students must remain with a parent or guardian until 8:10am in the PP-K Area. All classrooms open at 8.10am on the warning siren.

The Department of Education does not have a door-to-door duty of care for children. That is, the school accepts no responsibility for your child prior to 8:00am and after they have left the school premises at 2:30pm. All care and concern is taken but please be aware of this in ensuring the safety of your child in getting to and from school.

***ALL Playgrounds and equipment, including Kindy/PP playgrounds, is strictly out of bounds before and after school.***

### **Collecting your child/ren after School:**

To minimise your child's anxiety please ensure you collect your child/ren punctually at 2:30pm. Students not collected by 2:40pm will be taken to the front office. Students in pre-primary and kindergarten will not be released until a recognised parent or carer is waiting at the door. The consent of the parent or carer is required for a child to go home with another adult. Older siblings will only be able to collect their younger brother or sister by prior arrangement with the classroom teacher.

## Departures and transfers to a new School

Please notify the school, as soon as possible, if your child is leaving the school to enable the school to organise records, arrange settlement of outstanding fees, return of library books and collection of personal work books and possessions. School Records and Medical Records of a confidential nature will be forwarded to the new school upon receipt of that school's Transfer Note. If the child is to attend a school interstate or overseas, please provide the details of the school they will be attending. In addition to the name of your child's new school a forwarding address can assist in sending any overlooked personal items or work samples.

## Dress Code

Children are encouraged and expected to wear their school uniform at all times, including all off site excursions. The school uniform at Tambrey Primary School is:

### **GIRLS**

Dress - dark blue and white check  
Dark navy skirt, shorts or shorts  
Peacock blue shirt  
Appropriate shoes  
Dark navy, broad brimmed hat  
Dark navy and peacock blue winter jacket  
Dark navy tracksuit top/bottom

### **BOYS**

Dark navy shorts  
Peacock blue shirt  
Appropriate shoes  
Dark navy, broad brimmed hat or reversible faction hat  
Dark navy and peacock blue winter jacket  
Dark navy tracksuit top/bottom

All uniform items, including footwear, are to be clearly labelled with your child's name. The school uniform is available from the P & C's uniform co-ordinator. Order forms can be obtained at the front office. The uniform shop, located (in the senior building), is open each Tuesday between 8.30am—9.30am. All orders received during the week will be processed on Tuesday morning and delivered to students in their classrooms.

Singlets, tank tops, t-shirts without sleeves, t-shirts depicting violence or obscenities in their design are unacceptable items of clothing. Jeans and coloured board shorts are also unacceptable. Teachers will, from time to time, discuss appropriate clothing for school wear with their classes. Adherence to the school dress code is consistently acknowledged and rewarded with factions points and other incentives. Your help in sending your child to school suitably dressed is greatly appreciated and contributes significantly towards a healthy and positive school tone.

Certain types of jewellery e.g. necklaces, earrings can be a safety hazard to your child and other children. Students are permitted to wear a watch, children with pierced ears may wear one pair of small plain studs or sleepers. Necklaces and bracelets should not be worn to school.

## Early Childhood (Kindy to Year 2) Curriculum

The development of independence is a life skill all children need to learn. Parents are urged to allow children to carry their own bag, organise their desk for the day and store away their own lunches and drinks. Parents are most welcome to share a game or book or assist with a learning activity in the classroom before school commences. Lessons start promptly at 8:20am and parents will need to ensure they have left the classroom by this time; unless rostered on for parent assistance.

## Extension Programs

Students requiring extension are catered for through the provision of differentiated curriculum for students.

### **Primary Extension and Challenge PEAC:**

PEAC programs are offered to students in Years 5-6 across all schools in the Karratha Network. The PEAC program aims to bring together like students to challenge and extend them through activities aimed at improving higher order thinking, communication and collaboration. Testing to identify students is completed in Year 4.

## Enrolment

All enrolments for the school are carried out by the School Officers located in the Administration Block. Enrolments are not complete until a Birth Certificate (or extract), Immunisation record and Proof of Address have been sighted at the office. Tambrey Primary School is a local intake school, this means students must be residing in the suburbs of Nickol, Nickol West, Jingarri or Tambrey Estate to attend this school.

New admissions are placed in the appropriate class following the completion of the Student Information Form and a review of the child's previous schooling. Students who are enrolled elsewhere and the period of attendance is less than four weeks may not be able to attend. Attendance, in this situation, is at the Principal's discretion.

## Excursions and Performances

Classes, individually or with other classes, will be organised from time to time to undertake an educational excursion. Such excursions are an integral part of the learning program and the child's intellectual and social experience and all children are expected to attend. Your informed signed consent will be required for your child to participate in educational excursions/performances, prior to the activity.

Throughout the year there are many opportunities for students to benefit from incursions and performances at school. These enhance the teaching programs being undertaken and add a multi-sensory aspect to student learning. Parents are notified of these in advance.

Costs for both incursions and excursions are kept to a minimum and parents are provided with advance notice if there will be a cost for their child's participation in any of these activities. Payment and consent will need to be received before a child is able to participate. Parents who have difficulty with these costs should speak in confidence, with the class teacher or Registrar.

## Extreme Weather

As Karratha is frequently exposed to very hot conditions and occasional cyclonic conditions it is necessary to ensure children's health and safety by keeping students out of the playground or sporting fields in extreme weather conditions. On the declaration of extreme weather policy, supervision at break times will be provided indoors. Planned outdoor learning activities, such as Physical Education lessons and daily fitness are to be modified at the discretion of the teacher and may include conducting lessons in the shade or indoors, or altering the content, time and duration of the lesson.

### Guidelines for activation of extreme weather policy

- Forecast and current temperature
- Forecast and current persistent and substantial rainfall

## Factions

The total school population from Kindergarten to Year Six is divided into four factions. The policy of having children from the same family in the same faction has been adopted.

Children are strongly encouraged to wear the school's sports uniform when representing their school at inter-school carnivals, or a plain t-shirt in their faction colour when representing their faction.

The factions are: Rankin - Red                      Goodwyn - Gold  
Griffin - Green                                      Burrup - Blue.

## First Aid

The school provides basic first aid for children who are injured or become unwell during the school day. Parents are contacted when symptoms give rise for concern about the child's condition and, as a general rule, you will be asked to come to the school to take the child home. Please ensure that our records regarding your contact telephone number and/or your emergency contact telephone number are current.

Occasionally, it becomes clear to the staff that a child who is obviously unwell has been sent to school. This can be a very stressful situation for the child, his/her teacher and the class. **You are requested to keep your child at home when he/she is sick as the school cannot accept responsibility or properly care for a child who is unwell.**

## Hats and Sun Smart

Tambrey Primary School is a "Sun Smart" school, therefore it is school policy that all students must wear broad brimmed hats when playing outside, including physical education lessons. This policy is enforced year round, including winter months. Please ensure your child has a broad brimmed hat, clearly labelled with your child's name. These are available for sale from the Uniform Shop. Students should also come to school wearing sunscreen. All classrooms have sunscreen provided to enable students to reapply throughout the day.

## Head Lice

Public Health Regulations state that children infected with Head Lice are to be excluded from school until the hair has been treated with a suitable product.

Parents are notified when a child has been identified to have head lice. Students are given a letter and return slip that parents send back with the child to acknowledge that treatment has begun and there are no live adult lice remaining. There is no immunity to head lice. Children with long hair should wear it tied back when at school.

## Health Nurse

A School Health Nurse visits the school throughout the year providing the following:

- \* A full health assessment on all pre-primary children. This includes visual and hearing assessment.
- \* A routine visual assessment on all Year 6 children. This is undertaken later in the year.
- \* Hearing and visual testing on any children upon receipt of a referral from parents. *Please see your child's teacher for the relevant form.*
- \* Health promotion and health education within the school and community.

The nurse may be contacted directly at:

Karratha Community Health  
PO Box 519

Telephone: 9143 1733  
Fax: 9144 0674

## Tambrey Primary School Homework Policy

Teachers are not obligated to set homework. Some parents believe strongly that children should have homework, others believe they should have none. The school has a minimalist approach to homework; however, homework in primary school serves several purposes:

- enhance levels of student achievement through consolidation of the skills learnt in class
- enhance the student's growing independence as a learner including management of time and developing disciplined study skills
- assist in keeping parents informed about what students are studying at school

A home reading program has been developed for students in pre-primary to year three and students are expected to read regularly with the guidance and support of a parent or carer. The school hosts information sessions for parents and carers to give them the tools to maximise their child's home reading experience.

Written homework may not be provided on a regular basis; but may be included by the teacher whenever appropriate. Parents are asked to support their child in developing independent study skills where a teacher does provide homework.

## Information Communication and Technology (ICT)

Learning programs are enhanced by the integration of technology in our classrooms. Students have access to computers and iPads in literacy and numeracy lessons as well as access to mini labs in the wet areas. We have a sophisticated network across the school with an approximate ratio of one computer to every five students. Students regularly access the internet as a source of information or to engage in online learning activities. An Internet Policy and User Contract is in place to ensure safe and appropriate use of technology that all students are adequately protected.

## Independent Public School Initiative

Tambrey is proud to become an Independent Public School in 2017. In essence, this simply means that we operate within a public system and enjoy flexibility and accountability to best meet the needs of the enrolled students in an empowered way as a whole school community.

## Library

Each class will have a time scheduled once a week to visit the library to borrow and exchange books. Each child must have their own library bag that is clearly marked with their name. Books are loaned for one week but can be renewed. If students have overdue books their borrowing rights will be suspended until they return all outstanding items.

## Lost Property

Clothing found around the school and having no obvious means of identification is deposited in a Lost Property container in the corridor of the Speciality Block. Items such as watches, jewellery or money are lodged at the Front Office. Please ensure that all personal property is clearly marked with the child's name.

## Media Consent

Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue. The Department of Education and Training, Information Privacy and Security Policy and Procedures, cover the use of personal information, and in particular, that the persons providing confidential information have the right to know how it will be used. It is important to note that this policy also relates to the use of students, staff stills, video footage, digital images and any other means of electronic communication. Parents/Guardians are asked to complete permission slips upon enrolment. This consent can be changed at any time. If you have any concerns please contact the Principal on 9144 2020.

## Medication

Where possible, student medication should be administered by the parent/guardian at home in times other than school hours. However, some students will have a need to access medication during school hours on a regular basis for medical conditions. The school has a separate policy on the administration of medication to students, which includes asthma inhalers and other drugs and medicines. These must be managed carefully to ensure the safety of all children. If students require administration of medications during school times a form must be completed and signed by the parent and given to the person administering the medicines, generally the classroom teacher or office staff.

Parents are required to notify the school of children with special medical conditions, including the health information pertaining to the management of anaphylaxis and asthma. Emergency Action Plans must be completed and signed by your general practitioner and these must be kept updated. Parents are also responsible for replacing expired and used Epipens / medications.

## Mobile Phones Policy

Students are discouraged from bringing mobile phones to school. If it is necessary, mobile phones must be brought to administration for safe keeping before school commences and then collected at the end of the school day. Parents are asked to check household insurance arrangements because the school cannot accept responsibility for the security of personal belongings. Students are not permitted to use mobile phones during school hours.

## Parent Helpers

We appreciate and value parent help in our classrooms. Students enjoy having parents demonstrate their involvement in their education by assisting in the classroom. There are many ways that you can be involved including assisting in classrooms, contributing to the P & C Association, or helping in the canteen. Teachers often have rosters for parent helpers in their classrooms but please don't hesitate to speak to your child's teacher if you would like to be involved at any year level.



## Parents and Citizens Association

The Tambrey Primary School P&C Association has an essential supporting role in the school and is an avenue for which parents can assist and support the school through various means as discussed at the meetings, including fund raising. The P&C meets on the first Tuesday of each month at 7:30pm. All parents and carers are welcome to attend.

## Pastoral Care

Tambrey Primary is a Positive Behaviour Support School (PBS). In essence, this means that we acknowledge that behaviour is learned and can be taught. The quality of pastoral care influences the ethos and tone of the whole school. Pastoral Care is a set of systems, procedures and strategies which attempt to meet the totality of needs of students so that each child has the opportunity to reach his/her potential and is equipped with the skills to cope with life.

Tambrey Primary School espouses the 5 Keys to Success: Organisation, Getting Along, Resilience, Confidence and Persistence. Students are rewarded for demonstrating these skills and attributes with certificates of recognition which are presented at whole school assemblies each fortnight.

Each student from Kindergarten to Year Six is also awarded Tambrey Team player status upon enrolment. Students retain their status all year and are rewarded twice per term with a Tambrey Team Player Reward Day. These are themed to reflect the particular skill that has been focussed on in that time period and varies every time. Students can lose their Tambrey Team Player status and are then excluded from the reward day activities.

## Personal Property and Possessions

Please encourage your child to independently manage their belongings. All items for personal usage such as lunch boxes, drink bottles, stationery supplies and clothing, especially hats, need to be clearly labelled with your child's name. Personal items, such as toys, iPods etc. should not be brought to school. The use of these are prohibited during school hours and the school accepts no responsibility for the loss of these items.

## Playgrounds

Playground areas or play equipment are not to be used before school begins or once classes are dismissed at the end of the day. Parents are asked to help remind students or younger siblings to stay out of these areas and off playground equipment before classes open each morning and after school each afternoon.

## Reporting to Parents Policy

The TPS Reporting to Parents Policy outlines the way that information is reported to parents about student performance.

Reporting events include:

- Semester 1 Report
- Semester 2 Report
- Learning Journey—Term 3
- Parent Interviews as required.
- Parent Information Session—Term 1

## School Board

The School Board is comprised of parent representatives, the Principal and representatives from the school's teaching staff and community representatives. The School Board actively engages with our local school community and advise our Principal on strategic matters, to nurture and inspire lifelong learning and achieve high level of achievement for all Tambrey Primary School students.

The School Board plays a leading role in decisions which affect the school community. Matters relating to school planning, budget, and policy are discussed and ratified. Parent and staff Board members are elected by those whom they represent.

## School Creed

With excellence I start my day, and do the best I can  
As Tambrey kids we try our best,  
We use our five keys for success.  
We care for others and show respect,  
And we are proud to say  
We are from TAMBREY!

## School Dental Service

All students from Kindergarten to Year Six have the opportunity to access School Dental Care. Children at Tambrey Primary School attend the Dental Therapy Centre located at:

Baynton West Primary School  
Marniyarra Loop, Baynton West  
Telephone: 0418 928 909

## Security

Families are reminded that the school grounds are out of bounds outside of school hours. In the event that you see any vandalism or anti-social behaviour occurring on school property we would appreciate you notifying the local Karratha Police on 9143 7200. In order to increase security and provide a safer environment for the students a fence has been erected around the school perimeter.

## Stationery Requirements

Each year a Student Stationery Request List is issued for each year level itemising essential material for your child to use at school. Every effort is made to keep costs to a minimum and to keep lists as uniform as possible. You are urged to make every effort to ensure your child has these essential items as early as possible in the new school year. There may be occasions during the year when items need to be replaced or when a teacher makes a legitimate request for a special stationery item, not on the initial list. Parents may purchase these items from the Karratha Newsagency. Please ensure every item is clearly labelled with your child's name.

## Swimming

In term swimming lessons are conducted by trained swimming teachers, provided by the Department of Education, as part of the school's Physical Education program. Students from PP to Six attend swimming lessons at the Karratha Leisureplex. Children are expected to attend swimming lessons when they are scheduled and will only be excluded on written medical advice. There is a cost associated with these lessons—transport to and from the pool by bus and pool entry. If you are unable to pay for these lessons you are requested to confidentially discuss this matter with the Principal so that a suitable arrangement can be made.

## Visitors

For the security of our students all visitors to the school are required to sign in at the front office and wear a Visitor badge whilst on school grounds.