



**TAMBREY**  
PRIMARY SCHOOL

# PARENT HANDBOOK K-6

2026

# Tambrey Primary School

Tambrey Drive  
Karratha WA 6714

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Principal: Colin Chisholm

Deputy Principals:

Brett Mullen

Beth Embleton

Toni Whitbread

Manager of Corporate Services:

Mira Satie

School Officers:

Candy-lee Crabbe

Jess Williams

Sarah Poole



## Acknowledgement of Country

As we gather at Tambrey Primary School,  
we acknowledge the traditional owners of this ngurra,  
the Ngarluma people.

We value their culture, knowledge and spiritual connection to land,  
waterways and the sky on this beautiful part of the country.

We work, learn and play together.

We pay our respects to Ngarluma Elders past and present  
as we walk together towards reconciliation,  
sharing the responsibility of shaping future  
Aboriginal and Torres Strait Islander leaders.



# Principal's Welcome

Welcome to Tambrey Primary!

Tambrey Primary School is a vibrant school where your child will thrive. We pride ourselves on providing a happy, safe and welcoming environment where the needs of all learners are catered for. Our motto of Nurture, Inspire, Achieve are more than just words, we seek to bring these things to life so our children can grow and thrive in an ever-changing world.

We are an Explicit Teaching school, which means that learning is structured and consistently applied in all year levels and classes. Learning needs to be 'visible' and meaningful for our students to do their best.

Literacy and numeracy are the foundations of all future learning, and we keep this our main focus, particularly in the early years where you will find a focus on phonics and developing strong number sense. Our programs are evidence based and are implemented skilfully by our highly effective staff.

We have well developed programs to support learners who are not meeting important educational milestones. MinLit (Yrs 1+2), MacquLit (Yrs 3-6) and small group tuition (PP+1) are used for support.

Students get to experience a range of specialist subjects that include Physical Education, Science, Indonesian, Music, Technologies access to the Primary Extension and Challenge (PEAC) program, Learning Education Academic Extension Classes Years 1-6 and Literacy Intervention programs Years 1-6.

Staff at Tambrey believe that we work most effectively when we are collaborative and have a common purpose. This is evident in every classroom and shows through in ways like having consistent routines and common approaches to Teaching and Learning. This collaborative culture is a key feature in our school.

Tambrey is a Positive Behaviour Support (PBS) school where we follow our four expectations. They are:

Strive for Personal Growth; Take Responsibility; Act Safe; and Respect.

These expectations are taught and provide the framework for how we support students to become well-rounded individuals. We know that it is a combination of Teaching, Learning and Social/Emotional attributes that allow our students to grow into happy, healthy adults.

I know your child will thrive in our school and I look forward to working with you.

Colin Chisholm

Principal



## 2026 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 2026 are:**

Term One : Monday 2 February to Thursday 2 April

Term Two : Thursday 21 April to Friday 3 July

Term Three : Tuesday 21 July to Friday 25 September

Term Four : Tuesday 13 October to Thursday 17 December

### **School Development Days For Staff in 2026:**

Term One : Thursday 29 & Friday 30 January

Term Two : Monday 20 April

Term Three : Monday 20 July

Term Four : Monday 12 October

Friday 18 December

\*Students do not attend school on School Development Days

## 2026 PUBLIC & COMMUNITY HOLIDAYS

Australia Day Monday 26 January

Labour Day Monday 2 March

Good Friday 3 April Easter & Monday 6 April

ANZAC Day Saturday 25 April & Monday 27 April

Western Australia Day Monday 1 June

FeNaClNG Monday 4 August - TBC

Easter Monday and Christmas holidays all fall within school holiday periods in 2026.

## SCHOOL & ADMINISTRATION TIMES

### **Office Open Hours: Monday to Friday 8:00am—3:00pm**

Kindergarten—Year Six: Monday to Friday

8:00am Students welcome in the undercover area

8:10am Classroom doors open

8:20am Instruction commences

10:30am Morning Recess

10:50am Instruction resumes

12:50pm Lunch

1.20pm Mini Assembly (Monday & Friday only)

1:30pm Instruction resumes

2:20pm Kindy Pick up

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.

Tambrey's AIEO's are Mr Brodie Kenworthy and Kitesha Wurrawilya they can be contacted through the front office.

## ABORIGINAL & TORRES STRAIT ISLANDER PROGRAMS

Students in Years 4-6 who identify as ATSI with a minimum of 80% attendance have access to the Clontarf Primary Academy (Boys) and STARS (Girls).

## ABSENCES, LATE ARRIVALS OR APPOINTMENTS

**Attendance:** The School Education Act 1999 requires compulsory aged students to enrol and attend school. Principals are to record/monitor student attendance, and use strategies to restore attendance if needed. It is the parent/carers responsibility to comply with the Act.

### **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 notify the school via written note, or you can telephone the front office on 9186 7400. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes.

Tambrey Primary School utilises a text 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.

If a student needs to be collected during school hours to attend unavoidable appointments, they must be signed out at the front office and collected from class by the parent accompanied with notification documentation.

## ALLERGIES AND ANAPHYLAXIS

Tambrey Primary School is an Allergy Aware 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/her food with others. Tambrey PS supports a nut free lunchbox. We appreciate your assistance in this matter. We encourage our students to be self-aware of their allergies.

## 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 principal (for example, a news item). This includes walking dogs through the school grounds at drop off or pick up times, at carnivals or other school events.

## 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 on our Facebook page. 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.

## BEHAVIOUR MANAGEMENT

We are a Positive Behaviour Support School. The Behaviour Management Policy focuses on rewarding and reinforcing expected 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 STAR Celebration program provides incentive for students to do the right thing and for attending school on a regular basis.

## BICYCLES AND SCOOTERS

The Western Australian Police Force 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/scooter racks near the block and it is essential that an appropriate locking chain be provided for security. Padlock required for scooter racks. 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

SmartRider cards are able to be used for all TransKarratha buses. The SmartRider cards can be ordered through the front office. Few Tambrey Primary students use the bus service but those who do are supervised after school on school grounds until the bus arrives near the Pavilion.

## CALENDAR DATES

Term Dates and Public Holidays that fall within a teaching term in 2026 are listed at the front of this booklet. All other significant dates are posted on Tambrey Primary School Facebook page. 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 2026 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. Please observe the eight kilometres per hour speed limit within the school car parks and follow traffic signs and directions. Please reverse park when using this car park.

## CARPARKING CONTINUED

2. Additional parking is available in the unsealed area near the basketball court outside of the fence.
3. Though not a carpark, further space is available in the unsealed area behind ECC 5 and Block 5 off Mantaray Loop.

## CELEBRATIONS

Many individuals, family, community and society celebrate achievements, milestones, religious events and other significant occasions. These can range from children's birthdays, 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 Primary School Facebook page is a key communication tool. We seek to:

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

We are also a SeeSaw school and every child, and family will be connected by their classroom teacher. Upon enrolment you will be provided with a QR code to connect to your child's class as it is an excellent way to keep up with what is happening in each room.

We also 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)

## 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 arrange a time to 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

## COMMUNICABLE DISEASES CONTINUED

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 Board has endorsed the schedule of Kindergarten—Year 6 Contributions and Charges for 2026. 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 song.

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 2:0pm from Kindy and 2.30pm for all other classes.

## DUTY OF CARE CONTINUED

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, skorts 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 from the website. The uniform shop, located Block 5, is open each Monday between 8.30am–9.00am. All orders received during the week or on QuickCliq will be processed on Monday morning and delivered to students in their classrooms.

Students with allergies and anaphylaxis are encouraged to wear shirts with a navy collar to assist staff in monitoring their condition.

## DRESS CODE CONTINUED

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. Valuable items such as necklaces and bracelets should not be worn to school. Please note the school does not take responsibility for loss of valuable items.

## EARLY CHILDHOOD (ECC) (KINDY TO YEAR 2)

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 space and belongings 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.

## CURRICULUM (ECC)

Early childhood staff at Tambrey Primary School use the Kindergarten Curriculum Guidelines and the Early Years Learning Framework and the WA Curriculum to guide all planning, learning experiences and reporting.

We believe that children learn best through a combination of intentional play based and explicit learning activities. Our Kindy and Pre-Primary programs promote social and emotional development, literacy, numeracy, and fine and gross motor development in an intentional play based environment.

Intentional play based learning is curriculum driven to help students discover, take risks, negotiate, problem solve and be creative.

## FINE & GROSS MOTOR (ECC)

Fine and Gross motor skills are developed in both indoor and outdoor environments. We teach a range of physical skills and techniques and give children time and resources to practise and develop competence.

Children use problem solving strategies in using and manipulating play equipment and become confident in the use of their bodies.

### **Fine motor skill development includes:**

using scissors.

developing correct pencil grip.

using pegs, managing buttons and zips.

creating with Mobilo, Duplo and other manipulative equipment.

using brushes for painting and gluing.

using hole punches and staplers.

### **Gross motor skill development includes:**

performing movement patterns – running, jumping, hopping.

combining movement with the use of equipment – rolling, bouncing, throwing, skipping, catching.

responding to music and rhythms.

using equipment in a variety of ways – climb over, on, under, slide, swing.

moving safely around the environment and initiating challenges.

## SOCIAL & EMOTIONAL DEVELOPMENT (ECC)

We provide an environment which allows for free choice and dramatic play through a variety of learning experiences, activities and learning centres. These give children opportunities to develop a positive sense of self, respect for others, problem solving, conflict resolution and negotiation skills, and group skills such as sharing and taking turns.

## WHAT TO BRING (ECC)

**It is essential that all lunch boxes, water bottles, clothing and hats are clearly labelled with your child's name.**

- Water bottle—water only.
- Broad brimmed hat (available from the school uniform shop).
- A full change of clothes in their bag at all times.
- Crunch and sip: cut up fruit or vegetables (apple/strawberries, carrots etc) in a labelled separate container.
- Recess: a healthy snack for recess
- Lunch: something they can and will eat on their own

## DONATIONS WE APPRECIATE (ECC)

- Anything for dressing up
  - Cardboard/paper - all sizes and colours.
  - Coloured wrapping paper, wallpaper pieces etc.
  - Used cards, stamps, magazines.
  - Fabric and left over scraps.
  - Buttons, lace, ribbon, wool etc.
  - Corks, bottle tops.
  - Containers—yogurt, margarine, ice-cream etc.
  - Playdough ingredients—flour, cream of tartar, vegetable oil, cooking salt
- 



## EXTENSION PROGRAMS

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

Learning Extension/Academic Program (LEAP): Our school operates an in school extension program to help cater for students with a range of talents and strengths.

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), Australian Immunisation Record (AIR) from MyGOV 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 Manager of Corporate Services.

## 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 plan, 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.

## 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, their teacher and the class. You are requested to keep your child at home when they are 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 Kindy children, including visual and hearing assessment.
- 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.
- Growth and development for year 6 students.

The nurse may be contacted directly at:

WA Country Health Services  
Pilbara Telephone: 9144 7833  
62 Balmoral Road, Karratha, WA 6714

Email: [WACHSPB\\_WPPHSchoolHealthNurses@health.wa.gov.au](mailto:WACHSPB_WPPHSchoolHealthNurses@health.wa.gov.au)

# HEALTHY SCHOOL POLICY

## **Expectations of the School**

- Disseminate the Crunch & Sip Policy and relevant resources to our community.
- Disseminate the SunSmart Policy and relevant resources to our community.
- Disseminate Tambrey Healthy School Policy and relevant resources to our community.
- Provide sunscreen.
- Provide fresh fruit and vegetables for students who don't have access to them.
- Provide information about our Nut Aware policy and disseminate allergy information to the staff.
- Hand out birthday treats that have been provided by the families at 2.30pm.
- Provide a food list as a guideline for class parties to ensure there is variety of everyday foods and sometimes foods.
- Ensure allergies and intolerances are communicated with families before class parties.
- Provide healthy options for whole school events and fundraisers.
- Promote positive behaviour without the use of confectionary.
- Teach the curriculum without the use of confectionary.
- Limit cooking rewards and incorporate healthier options.
- Encourage mindful eating.

## **Guidelines for Parents**

- Provide their child/ren with Crunch & Sip, a water bottle, a hat and encourage application of sunscreen.
- Ensure allergies or intolerances are communicated with the school.
- If there are allergies, intolerances or food preferences parents are encouraged to provide alternatives at the beginning of the year.
- Encourage mindful eating.

## **Expectations of the Students**

- Apply sunscreen before breaks and outdoor activities.
- Wear a hat.
- Know their allergies, intolerances, and food preferences – we encourage students to be self-aware.
- Know about the allergies and intolerances of their classmates and take responsibility.
- Drink water
- Eat their Crunch&Sip

# 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

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 including interactive whiteboards. Students have access to laptops and iPads all subject areas in addition to a well resourced Technologies lab. Students regularly access the internet as a source of information or to engage in online learning activities (see Media Consent for information regarding this DoE policy). 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 be an Independent Public School since 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 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 tub behind the Deputies office in the administration 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 9186 7400.

## MEDICATION

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.

If students require administration of medications during school times a form must be completed as per administration of medication policy and signed by the parent and given to the person administering the medicine or office staff.

## MOBILE PHONES POLICY

Students are discouraged from bringing mobile phones to school. If it is necessary, mobile phones must be brought to administration and signed in for safe keeping before school commences and then collected and signed out 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. Smart watches must be off or in school mode as per policy.

## 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. For the security of our students and duty of care all parent helpers to the school are required to complete a Parent & Child Volunteer Declaration form, sign in at the front office and wear a visitor sticker whilst on school grounds.

## 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.

## POSITIVE BEHAVIOUR SUPPORT (PBS)



As a PBS school we promote a culture of resilience, respect and belonging. At Tambrey, we teach our community to become active life learners who nurture and inspire each other to achieve success. Rather than assume our students know how to behave in certain circumstances or environments, we explicitly teach them the skills & attributes they need.

Tambrey Primary School embraces the 4 Stars to Success: Strive for Personal Growth, Take Responsibility, Act Safe and Respect. 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 Star status upon enrolment. Students retain their status all year and are rewarded twice per term with a Tambrey Star Celebration Reward Day. These are themed to reflect the particular skill that has been focused on in that time period and varies each time.

We acknowledge the positive behaviour of our students in a range of ways:

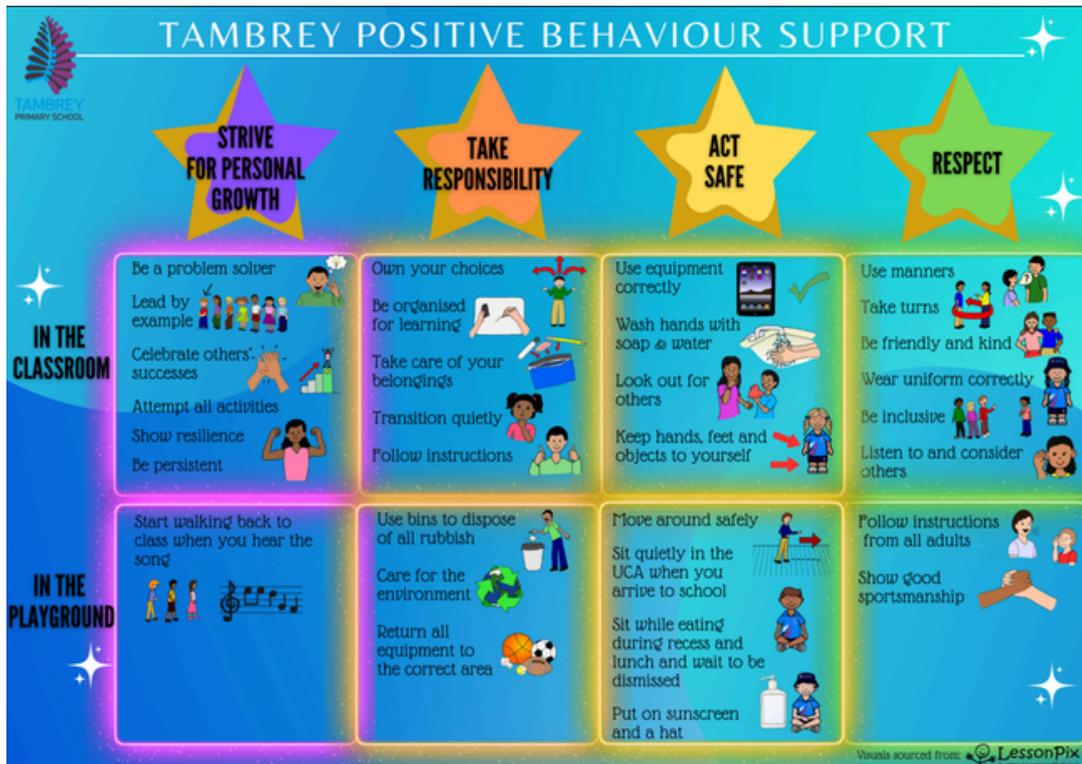
Faction celebrations

Hobart's High Tea nominations

STAR celebration days- in class and whole school

PBIS points

Certificates - Merit and Tambrey All Star



## 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. These are electronically delivered, please ensure your email is up to date. Reporting events include: □

Semester 1 Report

Semester 2 Report

Open Night—Term 1

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 agreed upon. Parent and staff Board members are elected by those whom they represent.

## SCHOOL CREED



### **TAMBREY PRIMARY SCHOOL CREED**

With excellence I start my day  
and do the best I can.  
As Tambrey kids we try our best,  
we use our four stars for success.  
We care for others and show respect.  
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: 9183 8172

## 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 consistent 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. Please ensure every item is clearly labelled with your child's name.

## SWIMMING

In term swimming lessons are conducted by trained swimming instructors, provided by the Department of Education, as part of the school's Physical Education program. Students from PP to Year 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 label whilst on school grounds.

# Cyclone Warning information

## ADVICE



An incident is active but there is no immediate threat to lives or buildings.  
You need to start preparing for cyclone weather and have your plan in place.

## WATCH AND ACT



There is a possible threat to lives or buildings. Take action now to protect yourself and others.  
Schools commence the process to close.  
Residential facilities prepare to shelter students from the cyclone.  
Make adjustments to enact plan for animal welfare in emergencies.

## EMERGENCY WARNING



There is a threat to lives or buildings.  
Take immediate action as yourself and others may be in danger.

### Advice

Under Advice the school will usually remain open.

If a Watch and Act is predicted and likely to be declared at some time during the school day the school will not open and children are to remain at home.

If the school is to close, this information will be broadcasted via the following local radio stations. Emergency information is broadcasted at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcasted between 6.15am and 7.45am.

- ABC Radio (Official Broadcast)
- Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made by the DDG after discussion with the Director of Education for the Pilbara. Principals will then be notified that a school can reopen.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to the warnings and school closure ARE ISSUED ON THE RADIO. Please keep yourself informed: [ABC Pilbara](#)

## Watch and Act

If a Watch and Act is declared during a school day, the following will occur:

- Watch and Act before 12:00: – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until collected by, or instructions are received from parents.
- Watch and Act after 12:00: – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.
- Watch and Act after 14:00: – If a Watch and Act is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

## Emergency Warning

The School will remain closed during an Emergency Warning.

- In the event that an Emergency Warning is proclaimed after 2.00pm, schools will remain closed the following day.
- In the event that an Emergency Warning is proclaimed after 2.00pm but subsequently cancelled, the Director of Education in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

### *Following a cyclone*

If an Emergency Warning is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

Staff and students cannot return or enter school grounds until the school has been assessed and meets all safety and health standards.

Please keep yourself informed via the radio, until all threats from the cyclone is past.

