“Strive to Achieve”

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WELCOME TO
ALBANY PRIMARY SCHOOL

This brochure has been designed to give you information about some of the procedures and policies in place at Albany Primary School that new families may need to know. If any information you require is not in this folder please contact the school and we will endeavour to help.

We look forward to your long and positive association with our school. We are committed to working with you to create a safe and harmonious learning environment for your children and to ensure the academic and social needs of your children are met. Our aim is that your children strive to achieve their full potential.

Office Hours
8.15am—3.30pm

Primary Division Bell Times
8.48am School begins
10.30am Morning Recess
10.50am Class resumes
12.20pm Lunch
1.00pm Class resumes
3.00pm School concludes

Parents should aim to have their children arrive at school between 8:30 and 8:40 am. This enables students to prepare for the day and also meet and greet their classmates and teacher. Arriving prior to 8:30 am is not recommended or desirable.

Parents of students who come to school too early will be contacted by the principal to discuss options.

NB: These times may vary in accordance with the class timetable structure each year.

Registration and Enrolment Procedures
Contact the office at Albany Primary School for details about enrolling your child at Albany Primary School or the Albany Community Kindergarten. Enrolments for the following year will be confirmed by the Principal of Albany Primary School in Term 4 in the year prior to commencement.

Enrolment Card
Parents are asked to keep all information on Enrolment Cards up to date. If parent or emergency contacts and details are incorrect, delays in contacting you can cause unnecessary distress to children.

Student Absences
Absences from school need to be explained in writing or verbally on return to school. Should there be an extended absence the school should be informed as early as possible.

Students should only be absent from school for illness, injury or necessary family business. Parents should aim to maximise their child’s attendance. The decision to attend or not attend must lie with the parent.

Punctuality & School Learning Program
Class starts at 8.48am. Unless rostered on as parent help, parents who have been in the class assisting in the morning should depart promptly from the classroom so that the learning program can commence.

It is essential that students are at school on time. Late arrivals seriously effect the learning program and the child’s ability to have knowledge of initial teacher instruction for the day. Late arrivals also detract from other students remaining on task so please be diligent in this matter.
After school, parents are requested to be as punctual as possible in collecting their children. They may be picked up from the front of the school (which is a pick up and move on bay only), at the Early Childhood Centre and on Suffolk Street and Campbell Road.

If you are late, your child will have been brought to the office. If you know you are going to be late please contact the School Office as early as possible.

During instruction time, children cannot be dismissed from school without direct permission from the caregiver. Parents must sign out students either via the School Office or the ‘Sign Out Book’ located in the Kindy classroom when collecting their child during school hours.

All parents unless helping in class that day should depart the room by 8:48. Please enable us to maximise instruction times.

Parking
Parking has been a major issue in our school for sometime. It will remain so over the foreseeable future, therefore we ask that you are considerate and take note of the following requirements:
- Do not park in the designated staff parking bays.
- Park for as short as time as possible.
- Do not park in drop off / pick up bays
- Please park away from footpaths, speed humps and other non parking areas.

Your assistance with this will be appreciated. We continue to work with the City of Albany, the Albany Primary School P&C Committee and the Department of Roads and Transport to remedy the situation.

Voluntary Contributions
These are reviewed annually and set by our School Council. Parents are notified of the school voluntary contributions and optional costs in early December for the following year.

EFTPOS is available and if necessary contributions may be made in regular installments with prior arrangements. Statements will be mailed to families early in Terms 1, 2 and 3.

School Dress Code
Albany Primary School has a dress code with all children expected to comply. A copy of the Dress Code is available from the office.

This includes a “House Shirt” which students are able to wear as part of the everyday school uniform. House shirts will also be needed for special school events such as the athletics carnival.

HATS - A broad brimmed hat (APS green in colour) will be worn by students during break times (recess and lunch) while not under cover. This hat will also be part of the dress code for all representative school events that involve being outside. This requirement will apply for the four school terms. It is further understood that while under the direct supervision of a teacher the students may be given the choice of
not wearing the hat if it impedes on the activity being undertaken.

As with all school policies, parents are most welcome to put forward ideas, which contribute to ongoing reviews of this policy. All students are required to adhere to the ‘Department of Education Dress Requirements for Students’ policy. Please note that denim clothing is not allowed. For students enrolled in a primary program, the School Council determines the Dress Code with input from students, parents/carers and staff.

**Uniform Shop**
Volunteer parents run a Uniform Shop on site for the P&C. New and second hand uniforms are available from our Uniform Shop. Opening hours are: Tuesday 2.45pm - 3.30pm
Thursday 8.15am - 9.00am

**Canteen**
Our canteen operates Monday to Friday for lunches and recess snacks. Lunch orders must be placed before school and orders will be delivered to the classrooms. Please note that the canteen does not manage a credit facility for students.

**Student Lunches and Snack**
Our school has signed on to be part of the Healthy Schools Program. We therefore participate in Crunch and Sip and our canteen runs an appropriate healthy menu.

We ask parents to provide healthy lunches and snacks for their children.

**School Council**
The School Council is made up of six parent, four staff members and the principal (ex officio) who are elected to the positions by their constituents for a two year term. The School Council’s role is to:

a) Assist in the developing School planning and policies.
b) Assist in budgeting to meet the needs of the plan and students.
c) Actively engage in developing key matters such as Dress Code and Homework Policy.

If you are interested in being on the School Council then you may discuss this with the principal. The management of the school and the development of the learning program is the responsibility of the school principal.

**P&C Meetings**
P&C meetings are held twice per term. Dates are published on term calendars. Parent and staff participation is encouraged. The P&C meetings are the best forum for parents to have input into a number of school processes that directly affect parents.

**Assemblies**
Assemblies are held **fortnightly** on Friday mornings in the Covered Assembly Area. Classes are rostered to lead the assembly and present an item. Parents and friends are invited to attend. Dates are advertised through the term planner and newsletters.

**Regular Activities**
**Term 1:**
- Swimming Carnivals (Years 4-6)  
  House & Interschool
- Anzac Service
- School Discos

**Term 2:**
- Swimming Lessons (ALAC)

**Term 3:**
- Cross Country
- School Discos

**Term 4:**
- Interschool & House Athletics Carnivals
- Year 6 Graduation
• Farewell Assembly including Pre Primary - Year 5 Book Prizes

**NB:** School camps and excursions may occur for different classes throughout the year.

**Term Planner**
A Term Planner, showing details of forthcoming events, assemblies and meeting dates is printed at the start of each term and sent home with the eldest or only child in the family.

**Newsletter**
A newsletter is uploaded to our web site on a weekly basis. A hard copy is sent home with the eldest sibling each week. Other notes are sent home on a needs basis.

School Newsletters often include ‘community news’ from various organisations. Please note – we do not endorse these programs and parents will need to determine their suitability.

**District Services**
The school has access to a School Psychologist, Occupational Therapist, Speech Therapist, Physiotherapist and Nurse. Parents with concerns for their children in these areas may speak to the school to organise a referral. The school will, at different times, contact parents and recommend referrals.

Please note that no counseling or exchange of information can be undertaken without written parent consent.

**Specialist Teaching Areas**
At present we have teachers specializing in the following areas: Music, Science, Physical Education, and junior primary music. These may change according to staffing availability or as identified needs change.

**Instrumental Music**
We take part in the Instrumental Music Program provided by the Department of Education. This involves selected Year 3 – 7 students taking part in instrumental music lessons using instruments such as classical guitar, flute, clarinet, violin, cello, viola, trumpet and trombone.

The instruments offered vary each year depending on the needs of the local high school bands. Places are offered in this program to students identified using a combination of teacher recommendation and results of a Music Aptitude Test administered to all Year 2, 3 & 5 students.

**Primary Extension and Challenges (PEAC)**
Towards the end of each year all Year 4 students are tested to identify the top 2.5%. These students are offered places in the PEAC program. This involves attending classes (Albany Senior High School) during a morning or afternoon session for approximately 8-10 weeks. Students are offered places in courses which are most relevant to their needs and interests.
Early childhood education at Albany Primary School
There are four centres – three on site and one off site.

Pre Primary One, Room 21
Pre Primary Two, Room 22
Albany Primary Kindergarten – for 4 year old programs. Note: In some years this may be a K/P.
Albany Community Kindergarten Serpentine Road – for 4 year old programs.

Early Childhood at Albany Primary School
Albany Primary School provides quality education programs in line with the Early Years Learning Framework for Australia. This programming enables all children to experience play based learning that is engaging and builds life long success.

The Early Years Framework describes childhood as a time of belonging, being and becoming.

**Belonging** is the basis for living a fulfilling life. Children feel they belong because of their relationships they have with their family, community, culture and place.

**Being** is about living here and now. Childhood is a special time in life children need time just to “be”.

**Becoming** is about learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Our early childhood centres use a range of learning strategies to guide your child in learning. A key focus in all centres is the development of literacy and numeracy. Literacy focus is on oral communication and developing early reading and writing skills.

The teachers at Albany Primary School carefully design learning activities and stimulating indoor and outdoor learning environments to assist in the education of the children in their care.

By working together parents and teachers can enhance a child’s learning and well being. As the most important person in your child’s life you can make a difference by being a part of their school life.

Stationary List
These lists are available from the front office. Parents are asked to ensure that their children have these items at all times. This may mean that some items need to be replaced during the year.

Library
Students will regularly borrow books from our Library. Students are required to have a Library Bag in which to carry their borrowed books.

Please assist us by regularly checking with your child about overdue books. At the end of each year we need all library books to be returned so we can stock take. Your support can save thousands of dollars.

Homework
The homework policy was revised and endorsed by the School Council in 2013. The essence of the policy is that “it should have a limited but effective role in a student’s education”.

Classroom teachers will articulate homework expectations during their parent meetings held early in term 1 of the year.
Custody/Guardianship Arrangements
The school needs to be fully informed of any custody or guardianship court orders which are in place. Copies of Court Orders should be presented to the school and a copy will be taken. Please let the school know about any details relating to these matters as it impacts on details/information given out about children and into whose care we will release children.

Leaving the School Grounds
Children wishing to leave the school grounds must have a written explanation giving reasons. Permission will only be granted in totally unavoidable circumstances. Parents or other authorised adults collecting children during school hours need to:

- Provide parental authorisation if not the parent.
- Obtain a authorization sign out slip from the School Office prior to collecting the child
- Pass the authorisation slip to the teacher concerned.

Extended passes for regular departures can be provided eg, PEAC.

Medical Conditions
The school must be advised of a student’s medical condition which may need attention during school hours. E.g. Asthma, allergies. Please ensure you document these on your child’s enrolment form. The school office will require further medical forms to be completed to ensure management of the medical condition at school.

The necessary health care forms, should medication need to be administered during school hours, are available from the front office for completion. In severe cases a medical health care plan will be devised in consultation with parents.

Allergies
There are several students enrolled at the school who have severe, potentially life threatening anaphylactic reactions to nut and egg products as well as some animals. The school urges parents to refrain from providing their children with snacks and lunches that contain nut products / raw eggs. The school canteen does not sell products containing nuts. Similarly, pets should not be brought onto the premises unless organised with the class teacher and authorized by the principal as part of a supervised educational program.

As with all students with special needs or medical conditions, the school has developed appropriate health care and emergency plans for these students.

Birthday Celebrations
Class teachers may recognise student birthdays but no shared cakes should be provided by parents. This is to cover students who have various food allergies.

Pets on School Property
Pets should not be brought onto the school grounds unless organised with the class teacher and authorised by the Principal as part of a supervised educational program.

Infectious Diseases
Parents are asked to keep sick children at home until they are well enough to cope with a full school day. Children who are sick during the day will have their parents contacted to pick them up. If it is believed that this is warranted by office staff in consultation with the principal and parent. The school keeps a record of Immunisation of all children. Should a case of an infectious disease be identified at school all children not immunized against the disease will be
sent home according to health authority’s guidelines, until considered safe by the school and health authorities to return.

Head lice are an ongoing problem in schools. When head lice are detected parents from the class are notified and the administration work with the parents to assist the family to deal with the problem.

Placements of Students
Requests will be considered by the school’s administration when compiling class lists for the following year. Placements will always be subject to change at the principal’s discretion and in the best interests of the school.

All requests are considered as the classes are being constructed. While we like to accommodate such requests other factors may determine that this does not occur.

Use of Grounds and Facilities
Any group wishing to use the school grounds or facilities is asked to apply on a form available from the front office.

Permission will only be considered if a reliable adult is in attendance the whole time and school facilities can cope.

School equipment and resources are not available for loan.

Mobile Phone Use
Student use of mobile phones during school hours is not permitted. Parents are discouraged from allowing their child to bring a mobile to school. If it is necessary that the student has a phone it should be kept in their bag or given to the teacher to mind for the day.

Students will only be permitted to contact their parents during the day with staff permission and using the school phone. Parent call to the school should be directed through the office.

School Vision

Our school is a learning community that highly values life-long learning and facilitates excellence in student achievement. Our practices focus on enabling students to demonstrate our motto “Strive To Achieve”.

Purpose Statement
As a high quality primary school we provide all students with a safe, supportive environment which promotes the foundations for effective lifelong learning.

With support of best practice, technology and research APS staff, parents and community will assist each student to develop the core skills, knowledge, understandings, personal attributes and values necessary to become successful, responsible and independent adults who contribute successfully to the social and economic well-being of the community.