

YEARS 1-6 INFORMATION BOOKLET



“Together our community nurtures diversity and pursues personal excellence to unlock potential.”



Welcome

Albany Primary School welcomes you and your child to our innovative learning community. Our high quality educators consistently strive to provide all students with a challenging and stimulating environment to learn and grow, with a strong focus on supporting each student to meet their full potential for success.

This is an exciting time in a child's development as they build connections with the world they live in and the people around them. Our programs provide students with engaging, rich and meaningful learning opportunities, building strong literacy and numeracy skills, developing social competencies, communication, and decision-making skills.

At Albany Primary School, your child will be immersed in a high-quality learning environment, reflecting contemporary evidence-based practices. This includes actively engaging in rich learning experiences supported by high impact teaching strategies, supporting deeper learning and understandings.

We look forward to being part of your child's learning through their best years here at Albany Primary School and know that our supportive and nurturing school community will lead to positive and lasting friendships along with a lifelong love of learning.

Our Moral Purpose

Together our community nurtures diversity and pursues personal excellence to unlock potential.

We believe that every child brings individuality and uniqueness to our school community. It is our responsibility to work together in partnership, to develop your child's interests and talents in a safe and nurturing learning environment. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.

Positive Behaviour Support

We are a Positive Behaviour Support school (PBS). PBS is a school wide framework to teach and promote positive academic and behavioural outcomes for all students. Staff use whole school, proactive strategies to explicitly teach positive behaviour expectations in the classroom and across the school.

Our four behaviour expectations are known as

RISE

Respect

Include Others

Be Safe

Personal Excellence



Enrolment and Settling

INTRODUCTION

Wanju, welcome to Albany Primary School. We are delighted to be a part of your child's educational journey.

We are a school that acknowledges its proud history, whilst looking forward to the best way to meet the needs of our current and future students.

ENROLLING YOUR CHILD

If you are reading this booklet on-line and know you will be attending our school because you have moved into our zone or catchment, please contact the school office 9844 2860 and we will assist you through the enrolment process. This includes registration and enrolment. Students from Pre-Primary to Year 6 in zone must be accepted by the school.

If you are not in our zone, or are unsure if you are in zone, please contact our friendly office staff to confirm. If you are out of zone you can then decide to apply to attend Albany PS or your local school. If you decide to apply for Albany PS you are required to complete the "Application for Enrolment" available from the office. Out of zone applicants are also required to provide the principal with a letter explaining the reasons for application. The principal is responsible for making the decision about accepting the enrolment based on the information you provided and current school considerations.

Part of the enrolment process is completing, as accurately as possible, the enrolment card that records the student and family details. All areas need to be completed. If your child has a medical condition, a serious learning difficulty, has been identified as special needs, or there are legal issues please note information further into this booklet.

Please note that your child will be allocated a class based on the information we have about your child, class sizes and structure.



Settling Into School

During the enrolment phase the school office staff will give you a package of information that will help you settle into the school. This will include this booklet, the school dress code, the school guidelines to behaviour, a term planner and student stationery requirements. We also hope that you will be able to meet the principal and the teacher but this is not always possible.

Whenever possible we will show your child and you around the school before your child attends on their first day pointing out key school features, play areas, the student's classroom, toilets and school facilities. Before your child starts in class we would like you both to meet the class teacher. Early in the school day the teacher will ensure that buddy students are organised to assist your child throughout the day. As a general rule we aim to have you arrive at around 8:30 am on the first day of attendance and ask you to accompany your child to the office and then to the classroom.

Please remember that the wearing of the school uniform on the first day, having a sun-safe hat and all stationery requirements helps decrease student anxiety on that first day. Once settled in over the first weeks we urge you to contact the teacher if your child is having difficulty settling in any way.

We look forward to a positive and collaborative relationship during your child's time with us.

Parent Involvement

PARTICIPATION IN THE LEARNING PROGRAM

Parent support in the classroom is encouraged by most teachers and can be very effective. Your involvement is through liaising with the class teacher who has the responsibility to arrange parent support and engagement



The Learning Program

INTRODUCTION

The learning program within the school reflects the requirements set out by the School Curriculum and Standards Authority in each of the curriculum areas. All content, skills, knowledge and understandings are based on curriculum and syllabus documents that are produced by this body. Assessment and reporting is also based on standards that reflect the required content for each year level.

The school has established a Business Plan that reflects overall priorities. This is complimented by Operational Plans that articulate strategies for us to focus upon.

Should you be concerned about your child's academic progress and achievement we encourage you to make an appointment with your child's teacher to discuss it.

SPECIALIST PROGRAMS

The classroom programs are complemented by the use of specialists in Years One to Six for:

- Physical Education
- Music
- Science
- Languages - Indonesian
- Digital Technologies

Primary Extension and Challenge: This caters for students in the top 2.5% of the state. Participating students usually are involved in programs off site. Selection processes include standardised testing performance in Year 4.

Instrumental Music: This is for students in Years 3 to 6 who demonstrate a significant aptitude for music and have appropriate support from home. Assessments are carried out during Term 3 and students are invited to participate based on student performance and school recommendations.

School Choir: Students may volunteer to be part of the choir that performs at school functions and community events.

Interschool Sports: The school participates in a range of interschool sports including carnivals for various team games, athletics and swimming. Students are selected through willingness to participate, age levels and, in some instances, level of ability.

ASSESSMENT AND REPORTING

Parents and caregivers receive a formal written report at the end of each semester. Additionally, there are opportunities for parents to receive feedback on their child's learning in Terms 1 and 3. Examples of these are Learning Journeys, open classrooms and parent/teacher interviews.

A schedule of events is sent out at the beginning of each year and in our newsletters.



Parent & Citizen Association

The P&C is the organisation that enables parents to participate in working with other parents to help the school. 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. The P&C has a Facebook page that promotes key activities.



School Board

The School Board is made up of six parents, four staff members and the principal who are elected to the positions by their constituents for a two year term.

The School Board's role is to:

- Assist in developing school planning and policies.
- Assist in budgeting to meet the needs of the plan and students.
- Actively engage in developing key matters such as Dress Code and Homework Policy.
- Promote the school in the community.

If you are interested in being on the School Board 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 principal. Information is on our website regarding School Board business.



Staying Connected

We are committed to staying connected with our families, strengthening home school connections, and working together to build a nurturing community for our children to grow and learn.

PARENT INFORMATION TERM 1

Information from your child's teacher is sent home early in Term 1 to give you an overview of their expectations, timetables and other relevant class information.

PARENT TEACHER MEETING

Parents are encouraged to contact their child's teacher to arrange a meeting if they have any questions or concerns about their progress or development. This can be done by contacting the teacher directly, via email or through the front office.

CONTACTING THE CLASSROOMS

Whilst we want to keep communication lines open, we do not want to detract from the learning program, so we ask parents not to contact the classrooms directly. Instead, please contact the school office and our office staff will respond to your needs and pass on messages to the teacher and your child. Some staff will provide you with an email account that you can contact, or you may like to communicate in written form.

NEWSLETTER

The school newsletter is uploaded to our website and sent via Connect every three weeks. There are updates and celebrations sharing what's happening across our school community along with upcoming events and dates for your diary.

ASSEMBLIES

Assemblies are generally held fortnightly on Friday mornings in the under covered assembly area. Classes are rostered to lead the assembly and present an item. Family and friends are invited to attend. Dates are advertised through the school Term Planner and newsletters. Kindy students do not attend assemblies.

SCHOOL WEBSITE

You can access the Albany Primary School website on www.albanyprimary.wa.edu.au

CONNECT APP

Albany Primary School uses the Connect Now App to communicate electronically with families and carers. Please download the app and allow notifications to ensure you receive all communications from our staff. Should you need assistance, please contact our office staff.



Things you need to know

ATTENDANCE

Attendance every day is compulsory for students across the school. Please notify the classroom teacher or the front office with the reason for any absence.

Absences can now be submitted via the Compass app.

Once logged in, you can either:

- Tap the **shortcut button** located at the bottom centre of the screen, or
- Tap the **"More" menu** (☰) and select the **Attendance** Tile to submit an absence.

Regular attendance is extremely important in enhancing student learning. If you have any concerns or challenges with your child's attendance, please don't hesitate to contact our Deputy Principals via the front office.

PICK UP AND DROP OFF

Parents or caregivers are requested to collect their children promptly at the end of the day as young children can become distressed if left waiting for a parent to arrive. Please contact the front office on 9844 2860 if you will be unavoidably late so we can advise your child.

We request that children arrive at school as close to 8:35 am as possible. This gives your child time to organise themselves for the day ahead.

CRUNCH AND SIP, RECESS AND LUNCH

As the morning teaching block is from 8:50-10:50, children have a chance to eat raw vegetables and fruit for a Crunch and Sip break. We request that Crunch and Sip snacks are not juicy and cut up into small, bite-sized pieces so children can eat their snack quickly and to reduce mess created in class. Please provide your child a healthy lunch and a water bottle containing water. Healthy food has been proven to assist children's concentration at school. Food and drinks containing high sugar and additives have been proven to be detrimental to children's health.

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.

ALLERGIES

There are several students enrolled at our school who have severe, and potentially life-threatening anaphylactic reactions to nut and egg products. **Families are**

asked to avoid sending snacks and lunches that

contain nut and egg products. As with all

students with special health needs or medical conditions, appropriate health care and emergency plans will be developed in consultation with families and medical professionals.

HEALTHY FOOD POLICY

The school has a Healthy Food Policy which includes the school:

- Not regularly providing food as a "reward".
- Recognising that special events may include some foods in the "red" section of the traffic light system. This may include end of semester type parties in classrooms.



Things you need to know

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.

INFECTIOUS DISEASES

Families 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 we believe that this is warranted. The school keeps a record of immunisation of all children. Should a case of an infectious disease be identified at school all children not immunised 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. The administration will work with the parents to assist the family to manage the problem. Further information can be found on the Department of Health website Control of Communicable Diseases Manual (health.wa.gov.au)

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: Tuesdays 2.45pm-3.30pm, Thursday 8.30am - 9.00am. Our uniform shop accepts payments via cash or Square. Additionally, orders can be placed online via the school website.

CANTEEN

A lunch service is available Mondays, Thursdays and Fridays and provided through our partnership with the Albany Senior High School canteen.

Ordering must be done online via the Spriggy app by 9.00am on the day the lunch is required. The ASHS canteen team will deliver the lunch items to APS just prior to lunch time. Kindergarten students will be invited to order their lunch in Term 2. If you have any questions, or difficulties whilst ordering please contact the P&C via albanyprimarypandc@gmail.com



Spriggy Schools

The canteen has partnered with Spriggy Schools for online lunch orders!

Creating your account

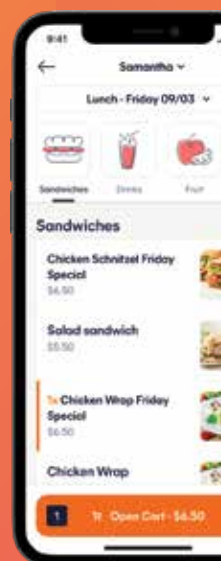
- Download the app
- Register your details
- Create a profile for each child

Placing your first order

- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time



Download the app now!



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Things you need to know

BEFORE AND AFTER SCHOOL PLAY ON SCHOOL GROUNDS

The staff of the school owe the students a “duty of care” once they are on the school grounds and the principal is responsible for managing those people who are on the grounds and using them outside of instruction time.

STUDENTS SHOULD NOT BE AT SCHOOL BEFORE 8:30AM.

STUDENTS THAT ARRIVE ON THE SCHOOL GROUND BEFORE 8:35 NEED TO GO TO THE UNDER COVER AREA UNTIL THE CLASSROOM OPENS AT 8:35.

In the afternoons parents are responsible for their children and therefore their wellbeing and safety.

However, all students must follow school requirements regarding play equipment and may be required to leave the premises. The principal has the right to ask anybody on the school grounds to depart the premises immediately. We ask all parents to ensure that students play appropriately and leave as soon as possible.

SCHOOL PARKING SAFETY

Our car parks are in heavy use during morning drop off (between 8:15 am and 8:45 am) and afternoon pick up (2:45 pm to 3:20 pm) times. Both car parks off Suffolk Street are used as drop off/pick up zones and parking, which can lead to some issues. We have addressed some of these by asking that:

- Cars circulate and not stay standing in driving areas. They only stop to drop off or collect and move on immediately.
- Parents park in designated bays and not staff bays or areas close to crosswalks, entrances or footpaths.
- Parents encourage children to walk or ride or take advantage of the town buses.
- Parents don't call their children to them through moving and parked vehicles. We all show patience and understanding. There are also pickup/drop off points and parking places on Campbell Rd and on Suffolk Street.

LEGAL MATTERS

Parents are urged to discuss with the principal or deputies any legal or pending legal issues or agreements that may impact on the student attending school. Court orders, custodial agreements and Violence Restraining Orders are to be provided and copies kept on file at the school. A parent who needs the school to know about agreements that have been struck by separated parents without legal bounds should also let the principal, the office staff and class teacher know. This may include pick up and drop off rights and responsibilities. Please keep the school administration aware of any changes to legal and living arrangements of your child/ren.



Things you need to know

SCHOOL DRESS CODE

The school has a dress code which will be provided to you and can be viewed on the website. This has been endorsed by our School Board.

The school uniform takes the pressure off students worrying about what they wear and how their clothes appear to others. The dress code enables students to wear their house shirt as well as the school shirt on any day, while Year 6 also have available a Leavers shirt that is worn throughout their final year of schooling.

Please note there are particular items that have been identified within the dress code that students must not wear whilst on school grounds. For example denim clothing, thongs/slip-on sandals without backs or straps/platform shoes/ high shoes, singlets/tank tops etc.

Students enjoy wearing their hair in a variety of styles that are acceptable. We do however need to ensure that students hair is not affecting their safety when playing or during physical activity, or the health of their sight while working in class in workbooks or on screen. We therefore expect all students to ensure that hair is tied back or clipped up away from their faces if it falls into their line of vision during any of the above activities. Teachers and administrators will consult with parents on this matter if needed.

Sun-safe hats are required to be worn in the playground at all times.

The School Board is responsible for establishing and reviewing the dress code after consultation with the principal, parents, students and staff.

STATIONERY ITEMS

The school provides all parents with a list of stationery requirements for each student. They are available through the office. Children who are well equipped feel secure in their daily work and do not disrupt class processes by having to borrow items to complete work.

The booklists are available at most stationery suppliers in Albany with our school's preferred

supplier being Office National Albany. Your support would be appreciated.

Please remember that from time to time throughout the year you will need to replace or replenish some items.

PAYING SCHOOL FEES/VOLUNTARY CONTRIBUTIONS

Timely payment of school fees enables the school to purchase items that directly support the classroom. School fees are voluntary but very necessary for building up effective resources. The Voluntary Contribution is \$50 per child for the year, with an additional \$15 for the P&C.

School fees can be paid directly to the office or as part of the stationery order for your child.

WAYS TO ASSIST YOUR CHILD/REN AT SCHOOL

1. Check that they return library books on time.
There is a two week turn around for borrowing.
2. Attend any school events held throughout the year.
3. Meet with the teacher to keep in touch with your child's performance.
4. Complete home reading diaries and check that they have completed any classroom requirements.
5. Volunteer to assist at sporting carnivals and classroom activities.
6. Help out during P&C activities and fundraisers.
7. Cover student workbooks at the beginning of the year. First and surname on everything.
8. Follow up with the teacher and then the principal if your child is trying to avoid attending school regularly.

There are many other ways you can keep your child participating effectively in the learning program. Keep an open mind and be as supportive as you can.



ALBANY PRIMARY SCHOOL

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🕒 School Office Hours: Monday – Friday, 8:00am – 4pm

