Riverside Primary School Handbook

2019
I extend a warm welcome to Riverside Primary School and I hope that you take the opportunity to not only engage with your child’s classroom and teacher but to also connect with our school’s community and P&C. I invite you to make a more personal and individualised contact with myself and/or Riverside Primary School staff.

Riverside Primary School lives its motto of **truth, pride and friendship**. We are committed to providing our students, community and staff with every opportunity to engage in learning for life and a passion for being their very best.

Riverside is committed to the Department of Education’s Focus 2019 priorities;

- Success for all students
- High quality teaching
- Effective leadership
- Strong Governance and Support

At Riverside Primary we recognize that education is an individualised journey of the mind, body and character. Recognition of each child and championing their personal successes helps us build strong community connection and positive relationships.

I urge all our parents and guardians to take every opportunity to engage with our school. Families can choose to be active in; sport, library, canteen, P&C, on our School Board and, most importantly within your child’s classroom. This engagement builds the relational connection with teachers, classes and school that benefits your child’s learning, growth and development.

At Riverside Primary School we believe that student success is built around the three sides of our triangle – that is the strong, respectful, confident and committed arms of;

- The student
- The teacher and
- The parents and family

Each arm of our triangle is dependent upon the others and, as a central focus we maintain student success is the most important goal for all school endeavours.

I welcome you to our Riverside community and look forward to supporting your child’s journey with us.

---

**Peter Dunning**  
Principal  
Riverside Primary School
Welcome to Riverside Primary School. We believe that learning is a life long process, that every child has a right to an excellent learning environment and that all children have the right to an education that allows them to develop to their full potential.

Please ensure that information given on enrolment is kept up-to-date. The school should be notified immediately of any change in address, contact numbers, places of employment and emergency (contact) numbers. This information is vital in cases of emergency (e.g. sickness or accident) and is the responsibility of parents and/or legal guardians.

**SCHOOL TERMS 2019**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Term 1: Monday 4 February - Friday 12 April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Term 2: Tuesday 30 April - Friday 5 July</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Term 3: Tuesday 23 July - Friday 27 September</td>
</tr>
<tr>
<td></td>
<td>Term 4: Tuesday 15 October - Thursday 19 December</td>
</tr>
</tbody>
</table>

**PUBLIC HOLIDAYS 2019**

- Labour Day: Monday 4 March
- Good Friday: Friday 19 April
- Easter Monday: Monday 22 April
- Anzac Day: Thursday 25 April
- Western Australia Day: Monday 3 June
- Queen’s Birthday: Monday 30 September

**SCHOOL HOURS 2019**

- School Commences: 8:50am
- Morning Recess: 10:50am - 11:10am
- Lunch: 1:10pm - 1:40pm
- School Finishes: K 2:45pm, PP-Yr 6 3:00pm
- School Finishes: K-Yr 6 2:30pm Every Thursday

Students should not arrive at school before 8:30am. A LATE PASS must be collected from the office if children do not arrive on time.

The school premises are strictly out of bounds after school hours, during school holidays and over the weekends.

**SCHOOL DEVELOPMENT DAYS 2019**

- TERM 2 - Monday 29 April 2019
- TERM 3 - Monday 22 July 2019
- TERM 4 - Monday 14 October 2019

School Development days provide staff with opportunities to engage in whole school planning and professional development. Students do not attend school on these days.
Riverside Primary School opened in 1995 and has established itself as a school of choice for many families in the Mandurah area. The school is dedicated to providing a safe and supportive environment which allows all students to strive for academic and personal success. The school motto Truth, Pride and Friendship continues to underpin our ethos.

The school has five purpose built learning blocks which house the Pre-Primary - Year 6 classes. In addition we have one demountable classroom for the Kindergarten. The school is very aesthetically appealing and we have been able to retain pockets of natural bushland which is utilised where possible into environmental projects. The grounds are well maintained and the Parents and Citizens Association (P&C) continues to work extremely hard to provide play equipment which enhances our school environment.

The four values we encourage our students to strive for are:
- **Respect** To treat others as they would like to be treated
- **Responsibility** To be accountable for their own actions
- **Resilience** To gain strategies to overcome life’s challenges
- **Inclusivity** To value each other regardless of differences

**OUR VISION**

Riverside Primary School is committed to providing students with a holistic education that enables them to reach their full potential academically, physically, socially and emotionally.
We recognise the roles that students, staff and the whole community have in providing opportunities to empower students for the future.

**Students are expected to:**
- Care for each other
- Be respectful and resilient
- Be inclusive of others regardless of their differences
- To be accountable for their actions
- To do their best
- Maintain their ‘Good Standing’
- Actively participate in their learning.

**Staff are expected to:**
- Have high expectations
- Encourage student responsibility
- Provide a safe environment
- Acknowledge and cater for individual differences
- Monitor progress and provide feedback
- Use a range of pedagogies
- Have mastery of teaching content
- Build positive relationships
- Engage in continuous professional learning.

**Parents are expected to:**
- Follow the Parent Code of Conduct
- Form a supportive partnership with their child’s teacher
- Support the school’s beliefs and programs
- Maintain open and respectful communication with teachers and the school
- Send their child fully prepared to school
- Ensure their child attends school regularly.
Parent Code of Behaviour

All individuals are treated with care and relationships are based on trust, mutual respect and the acceptance of responsibility.

*It is expected that parents/caregivers will:*

- Ensure our students come to school regularly and on time.
- Be good role models when on school site/at school events.
- Ensure children are provided with the appropriate items that support the learning opportunities provided.
- Be positively involved with their child’s learning by attending special events/activities at school (where possible).
- Encourage their children to try to do their best and complete any set homework.
- Contact the school to cover any absences.
- Maintain a mutually respectful two way communication with the school.
- Address all community members in a respectful manner and refrain from using abusive language/behaviour.
- Address all members of the school community in a respectful manner.
- Use social media sites appropriately and not put out any negative messages about any section of our school community.
- Support the school’s Health Policy by providing students with healthy food for recess and lunch.
- Not approach children other than their own to reprimand about behaviour.
- Send their children to school according to the School Dress Code.

*Truth, Pride and Friendship*
ABSENT STUDENTS
The School Education Act required that all school age (5 to 17 years) children attend each day of the school year.

Parents of students are required to notify the school prior to the commencement of the school day if their child is going to be absent from or late to school. Notification may be made by the following means:

- By SMS contact with the school on 0437 280 031 (text only)
- By emailing absence.riverside.ps@education.wa.edu.au
- By going to the school website and click the ABSENCE TAB
- Direct contact to the front office either via phone 9534 0300 or personal contact
- Direct contact with teacher
- Written note via a sibling or via the student on the first day of return to the school after absence to the teacher or the front office.

If you are aware prior to the day of absence (for appointments etc.) please let the teacher know the day before using one of the above options. If this is done we will know the exact whereabouts of our students.

Whilst no system is fool proof, our intention is to minimise any concerns with the home to school movement of students. If everyone follows the procedure this can be a relatively smooth operation and we appreciate your assistance in making the system work. We would appreciate you ensure that we have your current contacts on file in the event that we need to contact you regarding unexplained absences.

Frequent, unexplained absences will be referred to the District Attendance Coordinator at District Office.

ASSEMBLIES
Assemblies are usually held each fortnight and dates are advertised in Term Planners, website and newsletters. Assemblies usually involve student items and the presentation of Honour Certificates. Parents and members of the community are welcome and encouraged to attend.

BICYCLES
All children who ride bicycles and scooters to school must wear bicycle helmets. Bicycles and scooters are to be locked in the bicycle racks located at the front and rear of the school. The school takes no responsibility for theft or damage of bicycles on site.

CANTEEN
The P&C Association funds the operation of a Canteen on the school site. The canteen aims to provide students with wholesome meals at a reasonable price. Any profits are used to purchase school resources and equipment.

To make life easier the canteen uses the QuickCliq website for ordering, go to www.QuickCliq.com.au to register and place your order before 9.00am.

The success of the canteen is dependent on the support of volunteers. If you can help for an odd morning or on a regular basis, please contact the Canteen Manager at the school between 8:30am and 12:45pm each day on 0459 565 827. Menus are available from the front office or our website.

ENROLMENT
Riverside Primary School is a local-intake area school. To view our local-intake area please visit our website or a copy is available from the office. An initial “Application for Enrolment Form” is to be filled out and the following information is required to be supplied along with this form:

- Proof of address (see Requested Documentation on “Application Form”)
- Childs Birth Certificate
- Immunisation Records - Australian Immunisation Register (AIR) history statement
- Court Orders (if applicable)
- Details of health or learning difficulties.

To allow for a smooth commencement we require 24 hours to approve an application for enrolment.
EXCURSIONS/INCURSIONS
During the year teachers may organise excursions to places of educational interest. Parents will be informed about the number of excursions and associated costs prior to the commencement of the school year so they can budget ahead. Please refer to the Contributions and Charges sheet.

HEAD LICE MONITORING
Parents are advised to regularly check their child’s hair for live lice (nits) or eggs and to treat accordingly. Should a child be identified with live lice then every attempt will be made to contact parents to advise of the need for treatment. Prior to returning to school the child must be accompanied by a parent/adult to the office where a school administrator will check hair and provide a clearance to return to class. The whole class is notified when there is an outbreak.

HOMEWORK
It is the policy of the Department of Education that regular formal homework should not be set with the exception of Year 6 where set homework may apply as a transition for secondary school.

Students in other years may however, be asked to learn tables or spelling or practice home reading. This is for a short time each night and can be negotiated with the classroom teacher. The school has home Reading Programs ‘Lit Pro & RIBIT’ that should be done at least 4 nights a week.

LEAVE PASS
If parents are collecting their child from school earlier than the close time they are required to present themselves at Reception and receive an authorised LEAVE PASS before their child will be released from class. This is a security measure in the best interest of the child. Please keep these instances to a minimum. If someone else is going to collect your child and is not a nominated contact please notify the school. ID will be requested.

LIBRARY RESOURCE CENTRE
Our Library Resource Centre has many books/resources for staff, student, and community use. All students are required to have a library bag to borrow books. A laminating facility is available for use on request at a reduced cost.

MEDICATION
An administrator is available to supervise your child with administration of medication. Parents must complete a ‘Health Care Authorisation’. If medication is as a result of a doctor’s prescription and is ongoing, a form needs to be completed by the prescribing doctor. Medication brought to the school should be in the original container and must state the child’s name, type of medication and exact dosage and time medication is required. Students taking medication should remember to go to the office at the designated time. Children/parents must hand in all medication before going to class in the morning. No medication (except for asthma puffers) can be kept in the school bags.

Medication required for short-term use must also follow the above procedures and be kept locked in the sick bay. Please contact reception staff or a Deputy Principal for assistance.

MOBILE PHONES
There are an increasing number of parents/guardians who for safety, security and/or emergency purposes wish to provide their children with mobile phones. Students will only be permitted to bring a mobile onto the school premises for safety, security or emergency purposes.

1. Parents/Guardians who require their child to bring a mobile phone onto the school premises must complete an ‘Application for Student use of a Mobile Phone Policy’ form.
2. Parents/Guardians agree to abide by the ‘Conditions of Use’ set down in the policy.

NEWSLETTER & COMMUNICATIONS
The school Newsletter ‘Possum Post’ informing parents of coming events and other relevant information is posted to the school website www.riversideps.wa.edu.au fortnightly. Please visit the Google calendar for up to date school events www.riversideps.wa.edu.au/term-planner-and-calendar/.

We also use the Skoolbag App which you can access directly from your iPhone or Smartphone. Parents can subscribe for notifications and alerts. Follow the instructions at www.skoolbag.com.au to download the App.

Please take the time to read the information as it provides current valuable information.
PARENTS AND CITIZENS ASSOCIATION (P&C)
Riverside Primary Schools has an active and supportive P&C Association.

The P&C is a valuable group of people who:

- Foster community interest in educational matters
- Assist in the provision of resources, facilities and amenities for the school.

The P&C manage the operations of the Schools Canteen and the Uniform Shop.

They are a very active group of people who volunteer their time to support the school by fundraising (Easter Raffle, Mother’s and Father’s Day Stalls and various other events throughout the year).

Up to date information on school and education department happenings are discussed at meetings. Meetings are held throughout the year and dates are advertised in the School Newsletter and Term Planner (if available at the beginning of the Term).

An Annual General Meeting (AGM) to elect new members is held during the first Term of each year. Members of the school community are encouraged to be involved in activities.

The Riverside Schools P&C have supported the school by providing funds for projects such as air-conditioning in the original school buildings, playground equipment and annual contributions towards education encouragement awards, including the sports carnival.

We thank this dedicated group and urge you to join in the gift of volunteering.

PARENT PARTICIPATION & INVOLVEMENT
Parents are encouraged to become involved in all aspects of their children’s school lives and are heavily relied upon for voluntary help in running various programs in the school.

Some of the ways in which you can help are; Book Covering, Canteen, Library, Oral Reading, P&C Committee, Schools Board and Pre-Primary/Kindy helper.

Please leave your name and telephone number at the office if you can help in any way.

PERSONAL ITEMS LIST
‘Personal Items’ list for each year level are available from reception staff. The ordering process for the following year is coordinated in Term 4. The items on this list are essential and assist students in their learning program.

REPORTING TO PARENTS
Regular oral and written reports are provided to parents on their child’s progress. These include Interim Reports, Progress Reports, Parent Interviews and a Learning Journey.

SCHOOL BOARD
Riverside Primary School and Riverside Education Support Centre have a combined Schools Board which meets 6-8 times each year. The membership of the Board consists of the Principals, parents and staff of both schools together with community representatives.

The main functions of the Schools Board are to take part in:
- Establishing and reviewing, the schools objectives, priorities and general policy directions
- Planning of financial arrangements necessary to fund these objectives, priorities and directions
- Evaluating the schools performance in achieving them
- Promoting the school to the community.

SCHOOL PARKING
The school encourages parents to walk with their children to school. The staff car park is NOT to be used by parents. Please do not drop children at the front gate.

For safety reasons, children are not permitted in any school car park area unless supervised by an adult. Parents are asked to exercise strict control of children in their care when crossing the car park areas.

The section on Minilya Parkway at the front of the staff car park is ‘Kiss and Drive’ only. Shire Rangers regularly visit the school and issue parking infringements for violations. Please do not park in the disabled car bays. Please see the school map for detailed information on parking.
SCHOOL PSYCHOLOGIST
A school psychologist is available for students from the South Metropolitan Regional Office. Referrals are made by contacting the school or your child’s classroom teacher.

SICK STUDENTS
Students who are sick should not be sent to school. The parent/carer of a child who falls ill or is injured at school will be contacted and asked to take them home. Please arrange an emergency contact willing to look after your child when you are unavailable. In an emergency situation, a doctor or ambulance may be called.

STUDENT DRESS CODE
Please see the Student Dress Code Policy contained in this handbook.

SWIMMING
Swimming lessons are considered to be an important part of each child’s education. Lessons for students in Pre Primary to Year 6 are held at the Mandurah Aquatic Centre. Parent support is essential in ensuring students attend lessons as part of the Physical Education Curriculum.

TEACHER CONTACT
We encouraged parents to have regular contact with their child’s teacher in the first instance, or School Administrator (Principal and/or Deputies).

As staff have many duties to perform, it is preferable to telephone the school, in advance, to arrange interviews. Please do not contact your child’s teacher between 8:30am and 8:50am and expect an interview at these times. This time is utilised by teachers to organise lessons and supervise their students in readiness for the school day.

TRASH FREE TUESDAY
As part of the school’s commitment to environmental sustainability, all students and staff are encouraged to participate in our weekly Trash Free Tuesday lunch program.

A Waste Free Lunch contains no throwaway packaging and produces no food waste. It also reduces the amount of litter, as there is less waste to become litter. The typical homemade Waste Free Lunch is packed in a lunch box or bag. The food is put in reusable containers rather than wrapped in disposable packaging. A drink is in a refillable bottle. All containers are resealable, so that leftover food and drink can be saved for later. Through bringing less waste into our school we can minimise litter, create less waste, save money and develop healthy eating habits.

UNIFORMS
Uniforms are available from Hot Klobba Park Road, Mandurah. Please see Riverside Primary School Dress Code Policy.

Order forms are also available from the school administration office.

VOLUNTARY CONTRIBUTIONS
Voluntary contributions for Kindergarten to Year 6 are endorsed by the Schools Board. Even though the amount is voluntary, by receiving the payment the educational programs of the school can be enhanced by purchasing additional resources and equipment. The voluntary contribution amount for 2019 is $40.00 per child or up to $100 for a family. Payment can be made at the front office via EFTPOS or by direct credit to the school bank account (please call the office for our bank details).

WEBSITE
You can view up-to-date information and events regarding the school via our Riverside Primary School website.

Enter www.riversideps.wa.edu.au into the address line at the top of Internet Explorer or Mozilla Firefox.
The School Board has established a Dress Code for students from Pre-Primary to Year 6 attending Riverside Primary School. For students attending Kindergarten this policy is optional but encouraged to be adhered to.

The School Board supports the wearing of school uniform for all students and believes this is important as it:

- Fosters and enhances the public image of the school
- Assists in building school and team spirit
- Ensures students are safely dressed for specific school activities
- Encourages equity amongst students
- Addresses health and safety issues
- Keeps the cost of clothing within reasonable limits for parents
- Reduces peer group pressure
- Assists students to learn the importance of appropriate presentation.

**Dress Code Requirements**

School navy broad brimmed hat (with school logo).
* School Aqua polo t-shirt – short or (long sleeved currently unavailable) with school logo
* School Aqua polo Year 6, Graduation polo for Year 6 students
* School tartan skort
* Navy mid-thigh shorts
* School check dress
* Navy wind cheaters with school logo preferably
* Faction coloured polo t-shirts with logo may be worn on Sports Days and the Faction Carnival

Navy long pants

Full length navy leggings or tights may be worn under school skorts or dresses

Appropriate footwear is sandals or closed shoes (no thongs or boots)

Blue or thin head bands

Shoulder length hair to be tied back

The only jewellery items are stud earrings in the ears, watches and medic alert bracelets.

* Please note that ‘hoody jumpers’ are not deemed appropriate for school.

MODIFICATIONS TO THE DRESS CODE

Parents of students who for religious, cultural or health reasons may need to modify the dress code are required to make an appointment with the Principal or designated staff member. Staff will be informed of any students granted a modification of the dress code.

NON COMPLIANCE WITH THE DRESS CODE

All students are expected to meet dress requirements unless an exemption has been granted. Students who do not comply with the dress requirements will be counselled by staff and parents may be contacted by letter or phone call.

The following sanctions may be applied to a student who does not adhere to the dress code:

Students may be prevented from attending any activity which involves representing the school.

Review

The Dress Code Policy will be reviewed in 2019 by the Riverside School Board.