Welcome to Riverside Primary School

Truth, Pride & Friendship

1 Minilya Parkway | Greenfields | Western Australia 6210
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. In 2010 the school was recognised by the Education Department as being an outstanding school for the Literacy results and Pastoral Care offered to students. The school has five purpose built learning blocks which house the Pre Primary - Year 7 classes. In addition we have three demountable classrooms for the Kindergarten and Early Learning program. 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 continues to work extremely hard to provide play equipment which enhances our school environment. The Socio-Economic Index is 921 which does present some challenges for the school and community. Riverside recognises and works diligently to meet the needs of all our students.

**Student Values**

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. It recognises the roles that students, staff and the whole community have in providing opportunities to empower students for the future.

As Riverside has become an Independent Public School in 2013 this has provided an opportunity for the school and community to reflect on our short history and plan for the future. The staff of Riverside are experienced and committed to providing educational programs that cater for students social, emotional, physical and academic needs.

We look forward to forging stronger partnerships with the local community which will in turn maximise opportunities for our students.

Deborah Bloor, Principal
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 2014

| Semester 1 | Term 1: | Monday 3 February—Friday 11 April |
| Semester 1 | Term 2: | Tuesday 29 April—Friday 4 July |
| Semester 2 | Term 3: | Tuesday 22 July—Friday 26 September |
| Semester 2 | Term 4: | Tuesday 14 October—Thursday 18 December |

PUBLIC HOLIDAYS 2014

- Labour Day: Monday 3 March
- Good Friday: Friday 18 April
- Easter Monday: Monday 21 April
- Anzac Day: Friday 25 April
- Foundation Day: Monday 2 June
- Queen’s Birthday: Monday 29 September

SCHOOL HOURS 2014

- School Commences: 8:50am
- Morning Recess: 10:50am—11:10am
- Lunch: 01:10pm—1:40pm
- School Finishes: K 2:45pm
- School Finishes: PP-Yr 7 3:00pm
- School Finishes: K-Yr 7 2:30pm Every Thursday

Students should not arrive at school before 8:30am. A LATE NOTE 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 2014

| Monday 28 April 2014 |
| Monday 21 July 2014 |
| Monday 13 October 2014 |

School Development days provide staff with opportunities to engage in whole school planning and professional development. Students do not attend school on these days. Notice of one more professional development day will be advised in 2014.
**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 emailing absence.riverside.ps@education.wa.edu.au**
- **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 foolproof 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 on each Friday morning commencing at 9:00am. (Please refer to the Term Planner for each term). 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. 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 9534 9568.** Menus are available from the front office or our website.
CHAPLAIN

Our School Chaplain Mr Rankin has worked with a number of students and has had an extremely positive effect. Please contact the school if the situation ever arises that your child would benefit from this service.

The School Chaplain also facilitates an in-class Year 4 BUZ Together program. This program runs for eight weeks of one hour duration.
The purpose of BUZ (Build Up Zone) is to engage the children in collective learning focusing on the benefits of social skills training, integrating those skills as part of their everyday life.

ENROLMENT

Riverside Primary School has a local intake area with defined boundaries. Please refer to the last page for details. The following information is required to apply for enrolment.

- Application for Enrolment form
- Proof of address
- Court Orders (if applicable)
- Childs birth certificate
- Immunisation
- Details of health or learning difficulties

To allow for a smooth commencement we require 24 hours to approve an application for enrolment.

EXCURSIONS AND CAMPS

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.

HEAD LICE MONITORING

Parents are advised to regularly check their child’s hair for eggs (nits) or live lice 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 7 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 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 may 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.

1. Students will only be permitted to bring a mobile onto the school premises for safety, security or emergency purposes.

2. 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.

3. Parents/Guardians agree to abide by the ‘Conditions of Use set down in the policy.

NEWSLETTER & COMMUNICATIONS

The school Newsletter, informing parents of coming events, P & C activities and other relevant information is sent home to the youngest child in the family each Thursday. We are in the process of emailing and uploading newsletters to our new website. Please take the time to read the information as it provides current valuable information.

Current information e.g. term planners, special events, incursion, term planners and parent notes etc. are also available on the Riverside Primary School website. You can view the website by entering riversideps.wa.edu.au into the address line at the top of Internet Explorer or Mozilla Firefox.
NOTIFIABLE DISEASES REQUIRING EXCLUSION
FROM THE DEPARTMENT OF HEALTH COMMUNICABLE DISEASE GUIDELINES
Please notify the school if your child is diagnosed with any of the following.

CHICKEN POX Exclusion
Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

INFLUENZA TYPE B (HIB) Exclusion
Exclude until antibiotic treatment completed, 48 hours.

HEPATITIS A Exclusion
Exclude for 14 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.

INFLUENZA (Flu) Exclusion
Exclude until symptoms resolved. (NB Notification is for Influenza not the common cold).

MEASLES Exclusion
Exclude for 4 days after the onset of the rash in consultation with Public Health Staff.

MENNINGOCOCCAL Exclusion
Exclude until antibiotic treatment has been completed.

MUMPS Exclusion
Exclude for 9 days after onset of symptoms. Consult with your Public Health Staff.

WHOOPING COUGH Exclusion
Exclude for 14 days from the onset of cough or for 5 days after starting antibiotic treatment.

PNEUMOCOCCAL Exclusion
Exclude until 24 hours after commencement of antibiotics.

GERMAN MEASLES Exclusion
Exclude for 4 days after onset of rash.

TUBERCULOSIS Exclusion
Exclude until Medical Certificate of Recovery is obtained.

TYPHOID Exclusion
Exclude until diarrhoea has ceased.
PARENTS AND CITIZENS ASSOCIATION

The P&C manage the operations of the school canteen and the uniform shop. The P&C 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 an Annual Christmas Raffle). Up to date information on school and education department happenings are discussed at meetings. Meetings are held once a month, throughout each term. Dates are advertised in the term planner. An Annual General Meeting to elect new members is held during Term 1. 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 Committees, School 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 Interm Reports, Progress Reports, Parent Interviews and a Learning Journey.

SCHOOL BOARD

The Riverside School Board consists of elected parent and staff representatives who meet regularly to take part in planning, monitoring and reviewing school priorities and policies.

SCHOOL DEVELOPMENT PLAN AND ANNUAL REPORT

The School Development Plan provides information to parents and the community on the way in which identified education priorities are addressed. An Annual Report is prepared at the beginning of each year. These documents are available on the school website.
SCHOOL PARKING
The staff car park is not to be used by parents. 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 last page 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.

SCHOOL PURPOSE STATEMENT
Riverside Primary School facilitates personal learning and promotes values that enable students to live successfully in a changing society.

SCHOOL RULES
1. On paving areas—walk, don’t run  
2. Bicycles, scooters, skating equipment to be walked through the school grounds and locked in racks during the day  
3. Only enter classrooms if a teacher is present  
4. Use the toilets appropriately—they are not play areas  
5. Use the toilets assigned to your year group  
6. School hats to be worn in accordance with Sun Smart Policy  
7. Car parks are out of bounds  
8. Play safely with no tackling or rough games  
9. Use acceptable language and be polite when speaking  
10. All food including canteen purchases to be eaten in specified eating areas  
11. No eating on the oval or basketball courts  
12. Drinking fountains to be used appropriately  
13. School grounds are out of bounds before and after school hours  
14. Students line up in their designated areas after recess and lunch  
15. No ball, skipping and running games to be played in the undercover area  
16. No soccer balls or footballs to be kicked before school or near buildings  
17. The oval and play equipment is out of bounds for playing before school  
18. Respect other people’s personal space—keep your hands and feet to yourself  
19. Respect property and use equipment safely

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  This has been endorsed by the School Board.

- The school navy broad brimmed hat must be worn in accordance with Sun Smart Policy
- Aqua polo t-shirt with collar—short or long sleeved (No slogans or multi-coloured designs)
- Aqua polo shirt with dark blue collar and school logo. Long or short sleeves available for year 7 students only from uniform shop
- School wind cheater (with school logo only) or any navy wind cheater/jumpers (plain colour only)
- Track suit pants or dress slacks in navy (in good condition)
- School tartan or navy skirts or skorts
- School dresses—school check fabric
- Mid-thigh length shorts in navy (No football shorts, brief shorts or board shorts)
- Leggings are acceptable under skirts or dresses in navy
- Appropriate footwear is to be strapped or closed shoes (ie. No thongs, massage sandals or ugg boots)
- School Faction coloured polo shirts may be worn for team sport and should be worn for sports carnivals
- The only jewellery items permitted to be worn are watches, medic alert bracelets and stud earrings in ears
- Shoulder length hair to be tied back (to minimise head lice infestation)

SWIMMING

Swimming lessons are considered to be an important part of each child’s education. Lessons for students in Pre Primary to Year 7 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.

UNIFORM SHOP

This is organised by P & C parent volunteers. Operating times are Monday and Friday afternoons 2:30pm—3:15pm. **These times are subject to change.** New and second hand sales are available to parents. Copies of uniform order forms are available from the front office and our website. EFTPOS is not available.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions for Kindergarten to Year 7 are endorsed by the School 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 contributions for 2014 is $30.00 per child.
WASTE FREE WEDNESDAYS

As part of the school’s commitment to environmental sustainability, all students and staff are encouraged to participate in our weekly Waste Free Wednesday 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.

WEBSITE

You can view up-to-date information and events regarding the school via our Riverside Primary School website. Enter http://riversideps.wa.edu.au into the address line at the top of Internet Explorer or Mozilla Firefox.