

2024

PARENT HANDBOOK



Pine View Primary School

OUR STORY AND HISTORY

Prior to 1953, the site on which Pine View Primary School stands on was undisturbed bushland. Through the years the area began to change and market gardens and pine plantations were developed. In 2010, the pine plantation that was growing where the school now stands, was harvested as development in the area increased. In 2020 the Pine View Primary School build commenced with the school opening in Feb 2021. As the site the school is built on was a pine plantation, the pinecone has been chosen to represent the child. The scales of the cone portrays the uniqueness of each individual child. The cone is surrounded by the growth rings of the tree. These rings depict the importance of the parent, school and the community in supporting each individual child to "Play, Inspire, Nurture, Explore". Pine View Primary School focuses on the development and nurturing of the whole child in an inclusive environment. Our school caters for students from Kindergarten to Year 6. The school opened at the beginning of 2021 and the Education Support Program commenced at the beginning of 2022.

PINE VIEW PRIMARY SCHOOL VISION ***EVERY STUDENT MATTERS EVERY DAY***

We are committed to providing high quality and motivating learning experiences that will promote a 'love of learning'. Our focus is on developing learners who embrace challenges and see mistakes as opportunities to learn and improve. We achieve this by nurturing each individual's intellectual, social, artistic and physical abilities.

Our common goal is to have our students at the centre of everything we do. We will provide a unified approach to student well-being, where all staff will take a shared responsibility to ensure that students are well cared for and valued.

We believe that the school is the 'hub' of our neighbourhood. Our parents will be encouraged to be a partner in their child's education and to be actively involved.

Engaging with neighbouring community organisations, local businesses and other stakeholders ensures a collaborative community approach that supports a cohesive educational experience.

OFFICE HOURS

Monday – Friday 8:15am - 3:15pm

HOURS OF INSTRUCTION

School starts: 8:30am

Recess: 10:40 - 11.10am

Lunch: 1:10 - 1.40pm

Finish at: 2.40pm

PICK-UP AND DROP-OFF TIMES

Gates open: 8:15am

Please ensure your child does not arrive at school prior to 8.15am. Before School Care (Camp Australia) is available on the school site.

KINDY DAYS

Kindy—Echidna

Monday, Tuesday, every second Wednesday (odd weeks) 8:30am—2:40pm

Kindy—Numbat

Every second Wednesday (even weeks), Thursday, Friday 8:30am—2:40pm

TERM DATES 2024

Term1: Wednesday 31 January—Thursday 28 March

Term 2: Tuesday 16 April—Friday 28 June

Term 3: Tuesday 16 July—Friday 20 September

Term4: Tuesday 8 October—Thursday 12 December

STAFF DEVELOPMENT DAYS (STUDENT FREE DAYS)

Monday/Tuesday 29-30 January

Monday 15 April

Monday 15 July

Monday 7 October

Friday 13 December

ASSEMBLY TIMES

Assemblies are held on Wednesdays in Weeks 3, 6 and 9 of each term in the undercover area commencing at 2pm.



ASSEMBLIES

School assemblies are held in the undercover area on a Wednesday starting at 2.00pm. Assemblies are advertised on our school calendar. The assemblies are run by different classes in rotation and generally include a class item, announcements and the presentation of honour certificates. Parents and friends are, of course, welcome to attend.

ATTENDANCE

Regular attendance is a critical factor in the success of your child at school. Attendance for all students from Pre-primary to Year Six is compulsory. In Kindergarten, we also expect regular and consistent attendance. The school follows-up all unexplained absences, including in kindergarten.

Afternoon pick-ups are at **2:40pm**. Please ensure your child knows who is picking them up and where to meet them. Kindy and Pre-Primary students must be picked up from the classroom by an adult. Please let us know if there are changes to arrangements made with your child, including your child's attendance at Camp Australia.

Notifying absences

If your child is absent, you can let the school know by:

- Sending a message via **Audiri EFORMS** "Absentee Form"
- Emailing pineview.ps@education.wa.edu.au to:
- Emailing direct to the classroom teacher, or
- Calling the school on **9523 3940**

If your child is absent and you have not let us know by 10am, you will receive a text message (MGM) advising that your child is absent and requesting a reply. You can respond to this text message and the absence will be noted in your child's record. Prolonged absences may require a medical certificate.

BEHAVIOUR

Pine View Primary School expects a high level of positive behaviour from our students. We focus on teaching and supporting students to display appropriate behaviours.

In 2024, Pine View Primary will introduce PBS Positive Behaviour Support, which involves teaching students' positive behaviours and regular rewards for demonstrating positive behaviours. The introduction of PBS will see the review of the school's Student Behaviour policy.

In responding to unexpected behaviours or those who do not comply with our expectations, we have a rigorous system of support and intervention, which includes consequences and a pathway to restoration.

In-line with Department of Education policy, Pine View has a Good Standing Policy. All students commence each school term with Good Standing. It

is the responsibility of each student to make positive choices for their behaviour and maintain their good standing. Students who lose their good standing will lose the privilege to participate in extra-curricular, reward and incentive activities and programs, interschool sporting events, and incursions and excursions.

To maintain Good Standing students must demonstrate expected behaviours. Students will lose Good Standing for:

- three withdrawals to Reflection Class
- two detentions
- any period of suspension

Students will regain their Good Standing after negotiation with the school leadership team, on a case-by-case basis after a 5-week period.

More information about the school's behaviour policy and good standing can be found on the school website.

BIKES AND SCOOTERS

Students riding bikes and scooters to school are required by law to wear bike helmets. Bikes, scooters and skates are not to be ridden on the school pathways or anywhere in the school grounds. No responsibility will be taken for bicycles left behind after school. It is highly recommended that children under the age of 10 do not ride bikes unless supervised by an adult. Enclosures are provided at the school (front of the school and near G Block) but locks and chains are recommended to secure bikes to the racks.

BIRTHDAY CELEBRATIONS

Students are welcome to celebrate their birthday at school. If parents wish to provide small, individual cakes for the class, they are welcome to. Please supply a list of ingredients beforehand and check with the class teacher regarding students with allergies.

NB. Pine View PS is a 'nut aware' school.

COMMUNICATION

School communication will be made via:

- The school app, **Audiri** - newsletters, notices, teacher to parent engagement, excursion information, request for interviews, absentee notes.
- **Website** - www.pineviewps.wa.edu.au. The website contains enrolment forms, term planners, photo gallery, business plans, school policies.
- **Email and phone calls** – teachers to parents and parents to teachers.
- **Meetings** – parents and teachers may request meetings to discuss individual students.

Please be aware that teachers are generally preparing for their teaching day first thing in the morning and do not have time for detailed

conversations with parents. Where more information needs to be provided, please book a meeting for a mutually acceptable time.

If you require paper copies of excursion notes or other communication, please see the front office staff.

All communication will be responded to as soon as practically possible. Staff are not expected to work outside normal working hours or on weekends. We ask that you respect our staff's personal time and when communicating, please do so in a calm and respectful manner.

Connect and Respect

Pine View Primary School adhere to the Minister for Education's statement on Connect and Respect. Connect and respect is a suite of resources to assist school communities in setting shared and respectful expectations which will enable us to continue to work together in the best interests of our children.

This includes when and how to contact the school, what you can expect from schools and the behaviours that interfere with teaching and learning. For more information, see the back of this booklet.

CUSTODY

Parents are required to inform the Principal if there are access provisions and court orders in place. Please advise office staff and provide copies of all relevant documents. The school can only act upon legally enforceable orders.

DENTAL THERAPY

Our students have access to the Dental Therapy Centre at Tuart Rise Primary School, which provides a free on-going dental service for children attending school from Pre-primary onwards. The Dental Therapy Centre will visit the school on occasions to screen our students. If required, parents will then receive notification for appointment times.

DOGS ON SCHOOL GROUNDS

Parents are requested to NOT bring dogs to school when dropping-off or picking-up their children, whether on a leash or not.

DRESS CODE

The school dress code describes the standards expected of students and helps to promote a positive school image. The dress code supports all students to participate fully in school life and helps create a sense of identity and school culture in which every student experiences a sense of belonging. The school dress code is developed by the School Board in consultation with staff, students and parents. At Pine View Primary School,

students are expected to wear the correct school uniform, including:

- No make-up including nail polish.
- Jewellery – small studs or sleepers, necklace with small pendant, watches.
- Faction polo shirts worn on Fridays and at faction events only.
- Tights/leggings should be grey and should not be worn on their own (with no skirt/skort overtop).
- Shoes should be enclosed, not open-toe.
- Skirts, dresses and shorts to be of an appropriate length.
- Hair longer than shoulder-length should be tied back.

School hats are to be worn outdoors all year round. Students who do not wear a school hat will be restricted to a shaded play area during recess and lunch breaks.

Modifications to the Dress Code

Please discuss any requests for modification to, or exemption from, the Dress Code, for religious or health reasons, with the Principal. Families experiencing financial hardship should contact the Principal to discuss their situation.

Non-compliance

All students should follow the expectations of the school dress code. Repeated instances of non-compliance may involve contact with parent/guardian and assistance/support in obtaining a uniform if necessary. Students not following the Dress Code may be denied the opportunity to represent the school at official school activities, including concerts, sporting and social events and attendance at excursions.

DUTY OF CARE

In all instances, the staff at Pine View PS will hold the principles of Duty of Care to the highest degree. If your child receives any hit or injury to the head, our school office will inform you of the incident.

Students should not arrive at school prior to 8:15am before the gates are opened.

Students should be picked-up straight after school (2:40pm). If students are not collected on time, they will be sent to the front office and supervised whilst parents are contacted to pick them up.

All students leaving and entering the school, after school has started, must come through the front office. All visitors must sign in at the front office.

There are always sufficient staff on duty in all areas of the playground and oval during recess and lunch breaks to adequately attend to playground issues.

Students should, in the first instance, refer to a duty teacher if issues arise that cannot be resolved.

EDUCATION SUPPORT PROGRAM

Pine View Primary School offers an Education Support Program which is dynamic and specialises in education for students with mild to moderate special needs. Kindergarten to Year 6 students with special educational needs, including Global Development Delay, Intellectual Disability and Autism Spectrum Disorder may be eligible to enrol. The school is dedicated to working collaboratively to establish partnerships with parents, the community and relevant agencies to develop a holistic approach to learning that caters for each student's individual needs.

We believe our school motto 'Play, Inspire, Nurture, Explore', embraces the partnerships we share together. Our inclusive education strengthens our learning and sense of community. Pine View Primary School provides excellent, individualised, practical educational programs promoting the social, intellectual, emotional and physical development of all students within a positive, caring and inclusive environment.

EXCURSIONS

Educational excursions may be arranged across the year by classroom teachers and for sporting events. Written advice is sent to parents for every excursion and parents are asked to complete permission forms and make payments as promptly as possible. Families who are suffering financial hardship may apply for a payment plan or may speak to the Principal to make alternative arrangements.

FACTIONS

All children are placed into a faction upon enrolment at the school. These factions are:

Monterey - Purple

Maritime -Blue

Norfolk – Lime

Cypress – Tangerine.

Younger siblings are placed in the same faction as older siblings.

FEES AND CHARGES

Each year the Pine View Primary School Board endorse a schedule of contributions and charges.

Voluntary Contributions

The total amount of voluntary contributions parents and carers are being asked to pay is \$60 per child. Maximum costs per family of three or more

will be \$150. This equates to approximately \$1.50 per week. Financial support provided by parents has always played an important role in the provision of resources that enable the school to add value to your child's learning experiences. Payments received from you will be used to complement the funding we receive from state and federal governments.

Charges for Extra Curricular Activities

This amount can vary from year to year and from class to class. A breakdown of estimated charges for your child's participation in excursions/in-school activities etc. is provided each year and is outlined overpage. The amounts indicated represent the maximum that can be charged for scheduled activities in 2024. Students can only participate if they have parental permission and have paid the charge. This amount may include such activities as: Visiting performers, in-school activities, excursions, etc.

Other Extra Cost (optional)

This covers other school activities that are generally of a non-curriculum nature. Some of which are available to selected students only. These vary from student to student and costs will be advised at the time of the activity/event. For example - School Photographs, Instrumental Music.

Personal Items

The cost for these items will vary from student to student. This list covers items of a personal nature, i.e. pens/pencils/scrapbooks, etc. Parents may purchase these items from their chosen retailer or use the nominated school supplier. The school receives a small commission from the supplier for each order received. If you wish your order to be processed by Champion Education, please complete the Personal Items List. Parents are under no obligation to buy from Champion Education.

HEAD LICE

Head lice are preventable if everyone plays their part. It is parents' responsibility to check their child's hair regularly and to treat it immediately if their child has head lice. Please inform the school if your child has a head lice infestation so that the class can be made aware that there has been a case of head lice (the child is not identified). Students should not return to school until the head lice has been effectively treated.

HOMEWORK

PP –Year 2: Students will be **encouraged** to read their home readers and complete homework related to basic number facts and phonics. Parents are encouraged to sit with their child whilst they complete this work, give feedback and model appropriate reading strategies and work habits.

Years 3-6: Students will be **encouraged** to read nightly as well as complete work that is in-line with what is currently been taught in the classroom. Please note that while we suggest that homework be completed for all students, we do not want to heighten student anxiety or reduce their love of learning. Please inform class teachers if homework expectations are causing difficulties.

ILLNESS

Do not bring your child to school if they are unwell including coughs, colds, fevers, rashes, upset tummies, or discharge from ears/eyes. If your child becomes unwell at school, we will contact you.

ILLNESS AND PERSONAL HYGIENE

The school maintains high levels of cleaning and encourages our school community to wash their hands regularly, cover coughs and use sanitiser where necessary. To avoid the spread of infection, students must not attend school if they feel unwell or have a persistent cough or fever.

INCLUSION

We have an inclusion committee committed to planning and reviewing strategies to maintain an inclusive environment. Our inclusion statement: *Pine View PS provides an environment in which all students belong and values and celebrates diversity by providing equal access and opportunities for all students to achieve their full potential.*

INFECTIOUS DISEASES

The following diseases require exclusion from school: Chicken pox, influenza, measles, mumps, ringworm, rubella, school sores, COVID-19, head-lice, conjunctivitis, and trachoma. Check with the Principal for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease, and for a measles outbreak if the school has no evidence of immunisation. Always notify the school immediately if a diagnosis is confirmed by a doctor. For more information visit the Department of Health's site: [Communicable Diseases \(health.wa.gov.au\)](https://www.health.wa.gov.au)

LATE ARRIVAL AT SCHOOL

If your child arrives after 8.35am you will need to sign your child in at the office and get a late pass.

LEAVING EARLY

If you need to pick up your child early, you need to sign them out at the office and give the teacher the leave pass. If you are bringing them back, you will need to sign them back in at the office.

LUNCH ORDERS

We currently do not have a canteen supplier at Pine View Primary School. From time to time the P&C organise lunch specials.

PARENT HELP IN THE CLASSROOMS

Our staff welcome assistance in the classroom and parents are encouraged to speak with their child's teacher to make suitable arrangements. All volunteers other than parents are required to obtain a Working with Children's check and present this to the school office for their records.

PAYMENT OPTIONS

Bank Transfer: - **Account Name:** Pine View Primary School

BSB: 066-040 **ACC:** 1990 5827 **Reference:** Your child's name/room no.

With Cash or Eftpos—at the front office

LIBRARY BOOKS

All students at Pine View Primary School can visit the school library weekly and choose a book to read at home. To care for and extend the life of our books, all students are expected to have a library bag. You will be informed if your child's library book is overdue, we would appreciate the prompt return of them. In some instances, if the book is not returned or is damaged, parents may be requested to pay for the replacement of the book.

LOST PROPERTY

All lost property, including clothing items are placed in a box at the back of the school office. Students and parents are welcome to check at any time if items have been lost. Items not claimed at the end of each term may be given to charity or sold second-hand. Please make sure that all clothing is clearly marked with your child's name.

OUT OF SCHOOL HOURS CARE: CAMP AUSTRALIA

Pine View Primary School is pleased to partner with Camp Australia to supply Before and After School Care for your child. The service runs out of the Purple Block and caters for all students from Kindergarten to Year 6. For more information ask for a brochure from the school office or visit their website: [Pine View Primary School | Camp Australia](https://www.pineviewprimaryschool.wa.edu.au/camp-australia)

MEDICATION

Some students require medication at school on a regular basis. If this is the case, you should

complete the appropriate Health Care Plan which can be obtained from the front office. Based on information given, processes will be established for safe storage, recording and administration of the medication. Parents need to ensure that medication provided to the school has not exceeded the expiry date, and that all medication is provided in its original packaging with prescription information clearly readable.

If your child suffers from a serious or life-threatening condition, e.g., peanut allergy, diabetes, epilepsy, you are required to complete a Health Care Plan for your child and provide medication if required. The information is confidential and is only used to ensure your child receives the appropriate medical attention should the need arise. All medications including medication for Asthma and Anaphylaxis will need an accompanied plan. As parents receive new plans and new medication such as EpiPen's from medical professionals please provide this to the school office.

MOBILE PHONES AND PERSONAL DEVICES

At all Public Schools in WA, students are not permitted to have or use mobile phones or personal

electronic devices whilst at school. Devices must be handed into the office at the beginning of the day and collected at the end of the day. Students with smart watches should have them switched to airplane mode whilst at school.

PARENTS & CITIZENS ASSOCIATION (P&C)

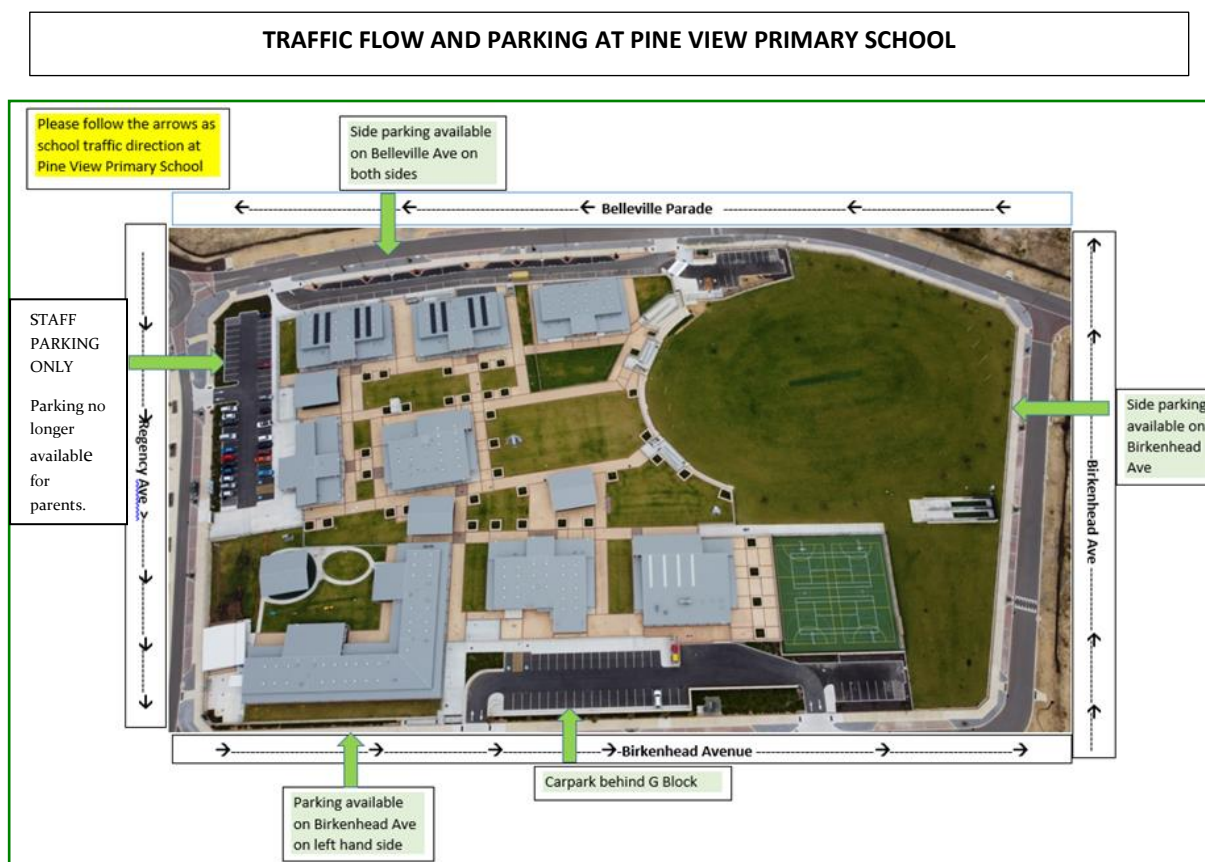
The Parents and Citizens Association is a group of like-minded parents who want to support the school, its families, and students to access great educational experiences. The P&C meet regularly throughout the year and office bearers are elected at the Annual General Meeting, which is held in the first term of each year. Dates and times of meetings are advertised on the term planners.

PARKING

In the interest of student and pedestrian safety, please park with consideration and respect for others when delivering and collecting your children from school.

PLEASE NOTE: parent parking is no longer available in the carpark at the front of the school. This is a designated staff only carpark due to the increase in staff numbers.

Students should not walk through this carpark.



SCHOOL BOARD

The purpose of our School Board is to provide opportunity for parents and the wider community to take part in the shaping and monitoring of the school's objectives and general policy directions. Parent and community members form the majority of the Board. The whole parent population will be advised when nominations are invited to fill Board vacancies. The Board meets at least once each term and other times as deemed necessary. All meetings are open to the public, and an end of year open meeting is advertised for all community members with data presentations about the current year and planning information about the coming year.

PEANUT AND ALLERGY AWARE SCHOOL

Parents are asked to consider providing nut-free food in children's lunch boxes. Pine View PS has several students with life-threatening nut allergies. Thank you in anticipation of your support.

PERSONAL BELONGINGS

Parents are requested to ensure all clothing and belongings are marked clearly with their child's full name. Teachers will assist students to care for and look after their belongings but ultimately it is students' responsibility to take care of their own things. Students should not bring toys, games or other personal items to school.

SCHOOL GROUNDS AND PROPERTY

Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone School Security on 9264 4771 or School Watch on 1800 177 777.

STUDENT REPORTS (REPORTING TO PARENTS)

Assessment is undertaken in-line with teaching and learning programs at Pine View Primary School. We endeavor to use a range of data from national and school-based assessments as well as classroom practice to best inform teachers about the needs of our students.

Our Teaching, Learning and Assessment cycle is

based on contemporary research and best practice aligned to the WA Curriculum. Further information on the WA Curriculum can be found: <https://k10outline.scsa.wa.edu.au/home/teaching/curriculum-browser>

Student reports are issued twice a year at the end of Term 2 and Term 4. Reports are emailed to the person recorded as the primary caregiver in our school records – please ensure that you keep the school updated with your latest email address. Formal reports detail your child's progress and achievement in key learning areas, indications of his/her attitude, behaviour and effort as well as comments and an opportunity to request parent interviews. Parents are encouraged to contact class teachers throughout the year to discuss your child's progress.

SWIMMING (IN-TERM)

The Department of Education provides free in-term swimming lessons for students from Pre-primary to Year Six. There is a cost to parents for pool entrance fees and bus fare. Parents can seek a payment plan.

TERM PLANNER

A term planner is kept up to date on the Pine View PS website and is sent out each term on Audiri. Please note these dates are subject to change.

VACATIONS DURING SCHOOL TERM

If you are going on an extended holiday during school time, you must have approval from the Principal. This is a Department of Education requirement. Please note, staff will not provide school work to do when on holidays.

UNIFORM

As per the Dress Code, students are expected to wear the Pine View Primary School uniform every day at school. The uniform is available for purchase either online or in-store from:

Uniform Concepts

4/1 Sunlight Drive, Port Kennedy

9270 4670

[Uniform Concepts - Total Apparel Management - Nell Gray](#)

