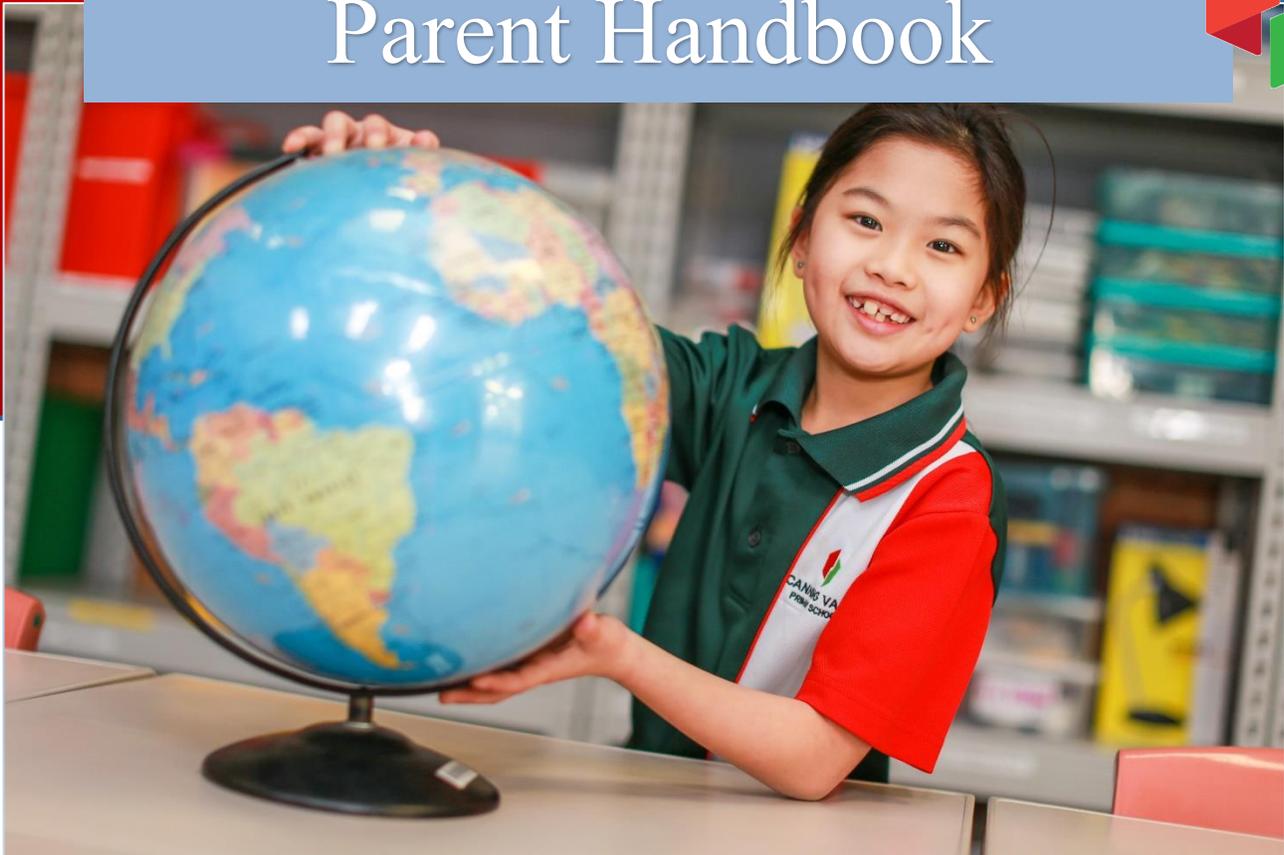


Parent Handbook



Canning Vale Primary School An Independent Public School

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Website: www.canningvaleps.wa.edu.au
Facebook: Search for us!
Office Hours: 8.30am – 3.30pm

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Our School Profile



Canning Vale Primary School has a very welcoming atmosphere with courtesy and mutual respect demonstrated by students and staff. The school's sense of tradition is embedded in a strong community culture and its values of pride, respect and excellence are clearly articulated by all members including students, staff and parents.

Staff aim to provide a learning environment that caters for the needs of all students and supports their academic, physical, social and creative skills. As such, teachers are committed to providing excellent standards of teaching and learning in all programs.

We are also committed to providing a healthy and safe learning environment. Appropriate behaviour is a top priority at Canning Vale Primary School and there is consistent behaviour management across the campus. We believe teachers have the right to teach, students have the right to learn and classroom and playground rules exist to protect these rights and ensure everyone's safety.

We encourage students to demonstrate active citizenship through the behaviour and practices both within and outside the school environment. Our focus is towards others rather than self-interest. We promote strategies that lead to the development of resilience and leadership traits.

At Canning Vale Primary School, students learn tolerance, empathy and understanding first hand because we share the campus with an Education Support Centre. Students attending the Centre integrate into the primary school for activities whenever appropriate.

As an Independent Public School since 2012, we work closely and in partnership with our community, in particular the School Board and the Parents and Citizens Association (P&C). Together we strive to enhance the school environment to meet the current and future needs of our students and staff.

Online Resources

The Department of Education has created the Schools and You website for parents at www.det.wa.edu.au/schoolsandyou which contains a raft of resources and many valuable links. Please take some time to go into this site.

Our Vision

Staff at Canning Vale Primary School are committed to creating a dynamic learning environment in which children will develop academic, physical, social and creative skills to become active and responsible global citizens.

Our Purpose

At Canning Vale Primary School, we develop in our students:

- The confidence to dream, believe, create and succeed in a changing world
- The desire to learn so as to reach their full potential, and
- The commitment to develop environmental responsibility and a social conscience.

Our Values

Students will demonstrate active citizenship through their behaviour and practices in the school environment, in accordance with the principles and values associated with the democratic process, social justice and ecological sustainability. There is a focus towards others, away from self-interest and the promotion of strategies that lead to resilience and the development of leadership traits.

The school focus is based on five core values:

- Social and civic responsibility.
- A pursuit of knowledge and a commitment to the achievement of potential.
- Self-acceptance and respect of self.
- Environmental responsibility.
- Respect and concern for others and their rights.

Our motto is Strive to Achieve and our mantra is Pride, Excellence and Respect.



Our Learning Environment

Canning Vale Primary School is committed to providing excellent standards of teaching and learning in all programs. Teachers will select tools and resources that are reflective of best practice and provide students with a raft of opportunities to become successful learners. This process begins in Kindergarten and continues through until the end of Year 6.

PRIDE RESPECT EXCELLENCE

LEARNING

Every student can be successful given the right time and support.
All teachers can teach to high standards given the right assistance.
Teachers make a difference.
All teachers are expected to take collective responsibility for all students.

INSTRUCTION

High expectations and early intervention are essential.
Data informs next steps for meeting the needs of each student.
Differentiating the curriculum to cater for student difference is a core practice - there is a collective effort by all teachers to design and deliver programs that support student need.
Teachers will use a repertoire of flexible practices and provide learning experiences that are engaging, meaningful and involve students in both independent and collaborative learning.
The principles of teaching, learning and assessment are implicit in every classroom.

ASSESSMENT

All teachers have an understanding of the targets for improvement.
Monitoring and assessment inform teaching and learning.
Common Assessment Tasks will be used (including PAT testing and Brightpath) to track progress and plan accordingly.

REPORTING

School and year level targets inform the reporting process.
Teachers will formally report twice a year.

WORKING AS A COLLABORATIVE TEAM

All teachers undertake year level planning in order to achieve targets.
A strong partnership between home and school is essential.
The components of cross-curricular connections are valued and utilised.

Absences

Under *School Education Act Regulations*, acceptable reasons for a child being absent from school are temporary physical or mental incapacity, illness, medical/dental appointments which cannot be arranged outside school hours and urgent personal situations.

The Principal does not have the authority to approve absences for such matters as family holidays, shopping excursions and caring for other family members. Absences of this nature must be the responsibility of parents themselves.

If your child is absent without an explanation, you will receive an SMS message. These are generated automatically twice a day. Please respond to these messages. In addition, you can let us know of your child's absence using our school app, School Stream.

After School Information

Playing on school equipment is not permitted once the school day has ended at 3.00pm (2.30pm on Wednesdays). The Adventure Playground at the rear of the school will close at 3.30pm (3.00pm on Wednesdays) and students must be fully supervised by parents. Gates will be locked half an hour after school is finished. It is preferable to play on the oval rather than on play equipment to allow staff uninterrupted work time and cleaners to clean effectively.

Ambulance Cover

It is strongly recommended to buy Ambulance insurance if it is not included as part of Private Health Insurance.

An ambulance will be called if your child has (for example) a significant accident, an anaphylactic reaction or severe asthma attack. The cost of a trip to hospital is in excess of \$850.

Assemblies

Regular assemblies occur throughout the term. Please refer to the newsletters and the School's website for dates and times. Parents are most welcome at all our assemblies.

The Andrew Bramley Citizenship Award

One child is chosen from each year level (Pre-primary – Year 6) to receive the *Andrew Bramley Citizenship Award* at assemblies throughout the year. These are highly prized and valued awards within our community.

The virtues our schools are promoting (i.e. kindness, caring, respect, love, honesty, justice, enthusiasm, peacefulness, forgiveness, tolerance, courage, patience, self-discipline and commitment) provide a guide for teachers in their selection process.



Before and After School Care



Before & After School Care Canning Vale PS

OSH Club operates from Harding Block in H5 to care for children before and after school. This is a private arrangement between you and OSH. Please contact them using the contact information below.

The program will offer:

- > Loads of toys > Dress ups > Science > Art/Craft
- > Board games > Games > Drama > Sports
- > Art and craft materials > Cooking > Gardening > Homework time (if required)

They encourage lots of outside and sporting activities, making the most of the school grounds and facilities.

The service will be run by warm, welcoming, experienced and trained people giving you peace of mind that you are leaving your children in very safe hands.

They provide healthy, tasty and nutritious food for breakfast and afternoon tea.

For more information on this exciting program, please call OSHClub on 1300 395 735 or visit our website www.oshclub.com.au

Bicycles/Scooters

In conjunction with the Department of Education WA, Canning Vale Primary School has adopted the policy that advises parents, that children should not ride their bicycles to school, unless accompanied by a responsible adult, until attaining the age of 9 years. Bicycles are not to be ridden on school grounds. The wearing of an approved bicycle helmet is highly recommended.

The use of some types of BMX bicycles without proper brakes and scooters is not recommended by the Police, or by the Department of Education WA.

Parents are strongly advised to provide their child/children with a chain and/or locking device for their bicycle together with some form of identification.

Also riding scooters and skateboards is not recommended because:

- a) children tend not to wear helmets
- b) there is no way to secure these items at school

THEFT OF STUDENT BICYCLES ON SCHOOL CAMPUS

The Department of Education WA does not provide insurance cover for student bicycles parked on school property. The Department has well in excess of a quarter of a million students enrolled in its schools and it is impracticable for it to provide for such cover.

Facilities are provided, where possible, for students to park their bicycles but this provision does not entail responsibility on the part of the Department for bicycles stolen from such facilities.

Student bicycles parked on school property are therefore left there at the owner's risk. This is no different from the situation in respect of bicycles and cars belonging to school staff.

Parents are advised to consider extending their household contents/personal property insurance policy to cover the theft of their children's bicycles at school, where local theft is an issue. This has occurred on occasions at Canning Vale.

The riding of scooters, skateboards, ripsticks etc. to school is strongly discouraged. **Riding in the school grounds is not permitted.**

Block Names for Buildings

In line with establishing House names for each of the four houses, names have been allocated to the teaching blocks throughout the school. These are to be used in lieu of such usual nomenclature as senior, middle or junior block.

Pre-primary/Primary/ESC classroom
Junior classes
Junior classes
ESC Classrooms
Middle classes
Library/Staffroom
Visual Arts/Music
Upper classes
Administration
Undercover Area
ESC Classrooms

Blackwood
Avon
De Grey
Harding
Murchison
Ord
Gascoyne
Vasse
Canning
Swan
King

Please refer to the plan of the school on the last page.

Deployment of year levels to blocks is fluid and may change if student numbers change dramatically.

Canteen

Our school canteen is operated by Mrs Lay Wee. The canteen opens 3 days a week –Wednesday, Thursday and Friday. Orders may be made at the canteen before school and an online Canteen also operates. This allows you to order online. Details can be found at www.quickcliq.com.au

A current menu is found on the website. www.canningvaleps.wa.edu.au



Class Organisation

As a Public School, the school receives funding from the Education Department WA according to the total enrolment of the school. We then determine the profile of the school depending on needs and numbers of students in year levels.

We are bound by various Acts, Regulations and Certified Agreements. These provide recommended class sizes. Sometimes numbers of students in particular year levels mean the creation of composite classes (2 or more year levels in one class). If your child is placed in a composite class, please do not be concerned.

In every class there is a range of ability and teachers differentiate the curriculum to cater for such difference.

Children's Property

Parents can assist in the security of their children's equipment and clothing by ensuring that all items are clearly identified with the child's name. It is inadvisable that children bring excessive amounts of money to school. Valuables, expensive toys, or sport equipment are not to be brought to school as security cannot be guaranteed.

If it is necessary to bring a mobile phone to school, written parent permission is required. Students are then asked to keep it in their school bag, turned off, during the day. Please refer to the *Mobile Phone Policy*. Security cannot be guaranteed.

Community Nurse

Community Health Nurses (Schools) from the Child and Adolescent Community Health Bentley Region are available to the school community on a regular basis and by appointment. Children may be assessed for development concerns with parent consent. Children with chronic medical conditions may be monitored and health care plans developed in consultation with parents/carers and school staff.

The promotion of a healthy lifestyle and the prevention of health problems are key concerns of community health staff.

If you would like to discuss any health concerns with a Community Health Nurse, please contact the school reception and leave a message.

Custody and Legal Directives

If only one parent has custody of children he/she must inform the Principal of access provisions for the other parent. Similarly, the Principal must be advised in writing of any binding legal directives which need to be applied so that, in our operations, we can ensure compliance with them. Unless documentation is provided, the school cannot comply with court orders.

Dental Clinic

The Dental Therapy Clinic is located at Campbell Primary School, Campbell Road, Canning Vale (Phone: 9455 6322) and caters for all students from Pre-primary to Year 11. The clinic is open five days each week from 8.15am - 4.30pm.

Only contact the Bannister Creek Dental Therapy Clinic on 9451 1761 in the case of an emergency. PLEASE NOTE: Parents are responsible for transporting children to appointments.

Dogs on School Premises

Parents are reminded that dogs are prohibited on the school site. This includes dogs on leashes. Please do not combine bringing your children to school or collecting them and walking your dog unless you can leave the dog off-site.

Where teachers have specifically asked for a dog or puppy to be brought to school as part of a lesson this requirement will be waived for that occasion.



Duties Other Than Teaching (commonly referred to as DOTT)

Every teacher has non-contact time each week (Kindergarten and Pre-primary teachers have a non-contact day per week) in which to prepare programs and work collaboratively with other teachers. This may also be a good time for parents to speak to teachers. Please contact the teacher to make a time.

In Kindergarten and Pre-primary, on the teacher's non-contact day, there will be another early childhood teacher working with the class.

Duty

There are always sufficient staff on duty in the different playing areas during the recess and lunch breaks to adequately attend to playground problems. All staff on duty wear high visibility vests to allow children to easily see them in the playgrounds. If a teacher on duty is unaware of an incident, it is the responsibility of the child to seek out the teacher and make a report. Where an incident occurs close to siren time the report should be made to the class teacher. Delayed reports are often difficult to follow up satisfactorily.

Education Support Centre

At Canning Vale Primary School, students learn tolerance, empathy and understanding first hand, because we share the campus with an Education Support Centre. The Canning Vale Education Support Centre (ESC) was opened in 1997 for students primarily with an intellectual disability, who may or may not have other disabilities. The teaching and non-teaching staff have extensive experience in developing individual programs that suit the needs of each child in an inclusive environment.

ESC classrooms are part of the campus. A new ESC building, opened at the end of 2017, provides an independent living area, sensory room together with an outdoor play area. The students who attend Canning Vale ESC fall in the age range of 3-12 years, and require teaching and learning adjustments to access the regular curriculum.

All ESC students have the opportunity to develop social skills through participation in the integration program with their peers in the primary school, as well as developing Numeracy and Literacy skills in a highly specialised education setting in the Centre. Teachers from the Centre and Primary School collaborate to ensure the success of the program.

Enrolment Forms

The parent or guardian must complete an enrolment form. For children commencing their first year at school, a birth certificate or extract must be shown to the enrolling officer along with a current immunisation record and visa details (if appropriate) before an enrolment form can be completed. Canning Vale Primary School is a local intake school. This means that in order to enrol at Canning Vale Primary School you need to live within the prescribed catchment area. We are bound by Bannister Road to the west, Ranford Road and Nicholson Road. Apart from the information regarding the child's address and contact numbers, other valuable information is provided through this form. Much of this detail will allow the school to better serve the needs of the child as well as allow the parent to provide assistance to school in some special areas.

It is essential that the school is kept informed of any changes to information originally provided on the enrolment form, in particular emergency contact numbers. The school office has forms available on which changes in contact details can be recorded. You can also download a form from the school's newsletter.

Evacuation

To conform with the Education Department WA requirements and for general safety reasons, the school has set evacuation procedures designed to provide for the kinds of emergencies we hope never arise - earthquake, fire etc.

Parents are advised that regular practice will occur to ensure correct procedures are followed.

Excursions

Teachers often organise excursions to enhance the delivery of school programs. These activities are significant in their contribution to achieving the desired outcomes of learning areas especially in English/History and Geography. Educational excursions, however, require school personnel to be particularly careful in protecting the welfare of students.

All schools have guidelines set down by the Education Department WA regarding the safety of students during activities away from the school environment. These guidelines tell us that we must have authorisation from parents/guardians to obtain emergency medical attention in the event of an accident. For this reason, we request that you complete an authorisation form for **each excursion**.

As excursion costs are calculated on whole class attendance, transport refunds will not be made in the event of your child being unable to attend. In certain circumstances, refunds on the entry component of the excursion may be considered.

Sufficient time is allowed for children to remember the excursion fee and all payments and permission sheets, must be in prior to the day of the excursion.

Finance

A student-centred funding model is driven by the learning needs of students and delivered to us through one line budgets. Under this model, funding is centred on the student, with “per student funding” based on the year levels of students and additional funding for students needing extra support. This funding is supplemented from 2 major sources; your voluntary contributions (\$60 per student per year) and P&C fundraising. Your support of both is really appreciated as such extra income allows us to supplement resources for your child.

Fundraising

Background Information

The Parents and Citizens Association (P&C) is the main body for raising funds to assist the school. As a fundraising association, they are exempt from tax. It is appropriate that fundraising is co-ordinated by the P&C for that reason. Some extra fundraising is undertaken by the school each year to assist with funding various events. This fundraising must be authorised by the school finance committee and parents notified in the contributions and charges report.

Reasons for fundraising: *Participation in these activities is entirely voluntary*

1. Fundraising for Charity Groups

Schools are permitted to collect funds for charity groups. From time to time there will be events to fundraise for these groups. The Finance Committee have approved up to 5 fundraising events for charity groups.

Some examples may include:

Fundraising for charitable organisations, such as Daffodil Day, Red Nose Day, Cancer appeals, Shoebox appeal.

Over the year it may be necessary, due to critical world events, to fundraise emergency funding for humanitarian reasons such as Bush Fire Appeals, Tsunami Appeals, Famine etc. Giving to those less fortunate fosters a climate of compassion and sharing in the school.

2. Fundraising for School Requirements

From time to time permission will be sought to raise extra funds to assist with financial requirements of whole school initiatives. This fundraising option may occur after consultation with the school Business Plan and school budget for the relevant year.

Homework

Homework will be given by teachers with a small amount of work to be completed each night.

The most important aspect of the various types of homework is that of purposeful out-of-class learning that quite deliberately seeks to enhance the extent to which each child benefits from the school's educational programme. Please refer to the *CVPS Homework Policy* posted on the website www.canningvaleps.wa.edu.au

Health and Safety Issues

- A. Accidents to Children
- B. First Aid
- C. Syringes and Needles
- D. Infectious Diseases
- E. Health Care Plan and the Administration of Medication
- F. Immunisation Schedule

A. ACCIDENTS TO CHILDREN

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavour is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies the child may be taken to a hospital by ambulance.

Therefore, it is most important that parents ensure that EMERGENCY CONTACT NUMBERS are kept up to date. Parents need to see that the school office personnel are advised if telephone numbers and/or addresses are altered. It is also advisable to invest in ambulance cover.

NB There is no insurance or ambulance cover for children attending government schools in WA.

B. FIRST AID

The staff can offer minimal first aid. The types of injury that our staff can manage may include small cuts/bruises/grazes. Any serious injuries may warrant an ambulance. Please check your private medical cover.

The general procedure is to assist the child to become more comfortable and to return to lessons. Beyond this, parents may be contacted at home or at work, and always in the case of an injury to head or eyes.

Therefore, whenever there is any doubt at all, the problem is referred to the parents, who may make their own decisions on the medical treatment required by their child.

C. SYRINGES AND NEEDLES

In the event of a student discovering a syringe on the school grounds or on the way to school, the student should inform the office. Under no circumstances is a child to pick up or dispose of a syringe or needle. Specific arrangements are in place to attend to such an occurrence.

D. INFECTIOUS DISEASES

The following Infectious Diseases summary is provided for the information of all parents.

Chicken Pox - exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.

Conjunctivitis - exclude from school until discharge from the eyes has ceased. Refer to doctor for antibiotic eye treatment.

Diarrhea - exclude from school until 24 hours after diarrhea has ceased.

Health and Safety Issues (Cont'd)

Glandular Fever - do not exclude unless unwell.

Hand, Feet and Mouth disease - exclude until all vesicles (blisters) have formed crusts that are dry.

Head Lice (Nits) - exclude until after treatment has commenced and live lice removed. Family contacts will probably be infected and should be treated. [click here](#) for the Health Department's Head lice fact sheet for parents.

Hepatitis A - exclude for at least one week after onset of jaundice or two weeks after onset of symptoms (if not jaundiced).

Herpes Simplex (Cold Sores) - young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping until the sores are dry. Where possible, lesions should be covered by a dressing.

Impetigo (School Sores) - exclude from school until 24 hours after antibiotic treatment has commenced. Exposed lesions should be covered with a waterproof dressing. Young children unable to comply with good hygiene practices should be excluded until the sores are dry.

Influenza like illness (flu) - exclude. Re-admit on recovery.

Measles - exclude from school for 4 days after the onset of the rash in consultation with Public Health staff.

PARENTS ARE ASKED TO NOTIFY THE SCHOOL IMMEDIATELY A DIAGNOSIS IS CONFIRMED BY THEIR FAMILY DOCTOR.

Unimmunised contacts should be excluded until 14 days after the first day of appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Meningococcal - exclude until antibiotic treatment has been completed.

Mumps - exclude for 9 days after onset of symptoms. Consult with Public Health staff.

Parvovirus B19 - exclusion not necessary. Pregnant women who may have been exposed to parvovirus B19 should consult their doctor.

Pertussis (Whooping Cough) - exclude for 21 days from the onset of coughing or until 5 days after an appropriate antibiotic treatment.

Contacts should be advised to see their doctor. Contact management will be coordinated by Public Health staff.

Ringworms - exclude from school until the student has received anti-fungal treatment for 24 hours.

Rubella (German Measles) - exclude for 4 days after onset of rash. Contacts do not need to be excluded but refer pregnant contacts to their doctor.

Scabies - exclude from school until the day after treatment has commenced. Family contacts will probably be infested and should be treated. [click here](#) for the Health Department's Scabies fact sheet for parents.

Streptococcal infections - exclude until 24 hours after commencement of antibiotics.

Taken from Communicable Disease Guidelines,
Department of Health, 2015 Edition

E. HEALTH CARE PLANS AND THE ADMINISTRATION OF MEDICATION

At the time of enrolment, parents need to provide accurate information regarding their child's health history and any existing medical conditions or health care needs. The school needs to be informed immediately should a child's medical condition or health care needs change.

A health care plan needs to be completed for all students with identified health care needs. Health care templates have been developed for schools by the Department of Education in conjunction with health care professionals.

Health and Safety Issues (Cont'd)

Health care plans need to be developed in readiness for students commencing at the school or for students continuing before the first day of the school year.

Health Care Authorisations/Plans are valid for only **one school year**.

Short Term Medication

Short term medication is prescribed medication that a student is required to take during school hours in response to a short-term medical condition (*Administration of Medication* form needs to be completed).

Long Term Medication

Long term medication is prescribed medication that a student is required to take during school hours in response to a long-term or ongoing medical condition (*Health Care Management Plan* needs to be completed along with written instructions from the medical practitioner).

The parent/guardian/carer must provide the medication in a properly labelled container (name of student, name of medication, doses to be taken). Minimal quantities only should be sent to school unless there is a need for larger amounts to be sent, by agreement with the school.

Medication that is not labelled correctly will not be accepted for use.

School staff will only administer medication in accordance with instructions given or advice of a medical authority.

Each time a student takes medication at school a record will be made and stored as part of the student's health care needs.

Minor Analgesics

Analgesics are non-prescribed pain suppressants (e.g. aspirin and paracetamol) and can have undesirable side effects. **Analgesics will not be administered to students without a medical practitioner's written instructions.**

A **Health Care Management Plan** will need to be completed in every instance where school staff actively administer medication to a student, or supervise the administration of medication by a student.

F. IMMUNISATION SCHEDULE

Your child's immunisation record needs to be produced when enrolling at primary school. This will be discussed with parents.

Children should be fully immunised before school entry.

For more information, call the Central Immunisation Clinic on **9321 1312** or your doctor.



Grounds and Security

Security risks and absence of supervision make it imperative that parents insist on their children keeping away from the school out of normal school hours. **Anyone seeing anything untoward occurring on school property is asked to contact**

Education Security on:	9264 4771 / 9264 4632
The Police - Canning Vale Police Station:	9456 9555
City of Canning Security	9231 0699 or
School Watch	1800 177 777

Hours of Instruction

Hours of Instruction are:	8.44am	to	11.00am	
	11.00am	to	11.20am	RECESS
	11.20am	to	12.20pm	
	12.20pm	to	12.55pm	Play, lunch
	1.00pm	to	3.00pm	Mon,Tues,Thurs and Fri (2.30pm Wed)

If children are not collected at the usual time and place, they are to come to the school office. If you are going to be late to pick up your child, please, if possible, contact the office and be aware that your child/children will be waiting for you at the office.

Where staff are aware that students are not collected by 3.30pm (close of office hours) and they have been unable to contact you or other emergency contacts, they may begin to contact appropriate agencies to look after the children.

Houses

All children in the school are placed into a House upon enrolment. The office personnel in consultation with the Deputy Principals place incoming students in their respective House. All members of a family will be placed in the same House. Some school activities, e.g. sports, class activities, playground behaviour, assembly behaviour, are organised where the House format can be utilised if considered appropriate.

The Houses and their colours at Canning Vale Primary School are as follows:

Eyre House	Blue
Forrest House	Gold
Stirling House	Green
Stuart House	Red

House sports shirts, printed with the House logo, are available through Nell Gray who operates from 30 Kembla Way, Willetton. They are open Monday – Friday 9am-5pm (Thursdays 6pm) and Saturday 9am-1pm.

Insurance

Individual insurance of children during school hours is the direct responsibility of the parent. Ambulance cover is also strongly recommended as an ambulance will be called if a serious accident or incident occurs.

Internet Use Policy

The Internet can have significant educational benefits for students when used properly. It makes it possible for users to search world-wide databases, and gather information on a variety of topics from a range of sources. We will continue to extend our use of the Internet and therefore we must teach our students to become responsible and efficient users of this resource. We will be emphasising the need for students to become discriminate users of the Internet and use it for the purposes where it is of most use.

It is our policy at Canning Vale Primary School to let students use the Internet in a responsible manner and only under the supervision of a teacher. Internet access is provided by the Department of Education WA. All safeguards and preventative measures are taken, but there is no 100% safe way of blocking out every undesirable site on the internet.

Therefore, parents/guardians are asked to read and discuss this *Internet Use Policy* with their children. Students who do not follow the rules below may miss out on the opportunity of regularly accessing the Internet at school. Permission is sought before students' access applications in which information about the child is passed on to a 3rd party.

School Rules of Internet Use:

1. Students must adhere to all the conditions set by the school in regards to internet use.
2. Students will not look for any information which is in any way unacceptable.
3. If students find a site that is not suitable, they must immediately back out and report it to their teacher.
4. Before copying or downloading anything from the Internet, students must seek permission from their teacher.
5. Students must not give out anyone's name, address or phone number.
6. Students will not use the Internet to cause offence to anyone.

Please refer to *Information and Communication Technology Policy* on the school website www.canningvaleps.wa.edu.au



Late Notes and Sign out

If children arrive after 9.00am they are required to collect a 'Late Pass' from the front office. An automatic SMS is sent to all parents when a child is absent from school in the morning and afternoon without an explanation.

If you are going to take your child out of school during school hours, you will need to complete a school sign out slip in the office. This information will then be kept on record. The master sheet asks you for a reason for the departure - your child may be sick or injured, or have an appointment such as dentist or doctor. The student will be brought over to the office for collection.

We also ask that you, where possible, notify the teacher in advance if you wish to remove students from the class during lesson time.

Leaving School Grounds

Once they have arrived at school, children will not be permitted to leave before the normal dismissal time without written parental authority. For regular occurrences, a letter to the teacher is sufficient. Where a child is to be collected by an adult other than the child's parent, prior contact from parent to class teacher is necessary.

Before a child is released early parents must come to the office and complete the necessary paperwork.

Library

The school's Library contains a wide variety of books, teaching aids and resource materials. The automation bar-coding system allows children's borrowing habits to be carefully monitored and an accurate check can be made on damaged and lost books.

We have a no library bag, no borrowing policy and children are encouraged to take special care with books that they take home. Library bags are available for purchase from the library at \$4.50 each.

Should the book not be returned, an invoice may be issued via email. Refunds will not be made in the event that a lost book is found and returned.

Please note that if your child has overdue books, they do not need to wait for their class library day to return the book(s). The library is open every day except Wednesday between 8.00am to 4.00pm. Please place your returning books on the trolley near the door.

Lost Property

Articles of clothing etc., left around the school are placed in a lost property box located outside the Harding area/block. Named lost property articles are returned to the student's class. Items unclaimed each semester are donated to a suitable charity. Parents can help by ensuring that items of clothing that children tend to remove (hats, jumpers) are clearly **marked with the child's name and room number**.

Lunchtime Arrangements

It is school procedure that all students eat lunch in the designated areas. At Canning Vale, children in Years 1- 6 go to play 12.20pm - 12.40pm, then assemble in designated areas and eat lunch together at 12.40pm – 12.55pm.

Managing Student Behaviour Policy

Canning Vale Primary School is committed to providing a healthy, safe and inclusive learning environment. Appropriate behaviour is a top priority at Canning Vale Primary School and there will be a consistent approach across the school.

- There is the expectation that all students will respect themselves, others and their environment and demonstrate pride in their school.
- We recognise the worth and dignity of all people.
- The explicit teaching and application of values underpins our beliefs and the rights and responsibilities of individuals are recognised and valued.
- Bullying is a totally unacceptable behaviour in any form.
- Students will learn to accept responsibility for their actions.
- Rewards and consequences reflect actions.
- The management of student behaviour is a shared responsibility involving staff, parents and the student.
- Conflicts must be resolved in a positive, non-violent manner.

SCHOOL RULES

- Always follow teachers' instructions
- We will always behave in a safe manner
- We will always treat ourselves and others with respect, care and consideration.
- We will always respect our environment and the property of others
- We will stay with the school boundaries
- We will not enter unattended classrooms or restricted areas without permission
- We will always wear a hat when outside

Please refer to *Behaviour, Engagement and Conduct policy* on the school website.



Managing Student Behaviour Policy

RIGHTS AND RESPONSIBILITIES

<p>Students have the RIGHT to:</p> <ul style="list-style-type: none">• Learn in a purposeful and supportive environment.• Work and play in a safe, secure, friendly and clean environment.• Be treated with respect, kindness and honesty.	<p>Students have the RESPONSIBILITY to:</p> <ul style="list-style-type: none">• Ensure their behaviour is not disruptive to the learning of others.• Ensure they help to keep the school environment safe, secure and tidy.• Ensure that they are punctual, polite, prepared and display a positive manner.• Behave in a way that protects the safety and wellbeing of others.• Be respectful, kind and honest to others.
<p>Staff have the RIGHT to:</p> <ul style="list-style-type: none">• Teach in a safe, secure, friendly and clean environment.• Be treated with respect, kindness and honesty.• Teach in a purposeful and non-disruptive environment.• Cooperation and support from parents.	<p>Staff have the RESPONSIBILITY to:</p> <ul style="list-style-type: none">• Ensure that the school environment is kept clean, safe, secure and tidy.• Treat others with respect, kindness and honesty.• Provide a meaningful and inclusive curriculum.• Inform parents of behavioural matters.• Display and consistently implement the CVPS Behaviour Management Policy.
<p>Parents have the RIGHT to:</p> <ul style="list-style-type: none">• Be informed of curriculum material, behaviour management procedures and decisions affecting their child's health and welfare.• Be informed of their child's progress.• Be heard in an appropriate forum on matters related to their child's education.	<p>Parents have the RESPONSIBILITY to:</p> <ul style="list-style-type: none">• Ensure that their child is punctual and attends school.• Ensure their child has the materials required to participate in the education program.• Ensure that the physical and emotional condition of their child is at an optimum for effective learning.• Inform the school of any concerns regarding their child's education.• Support the school in providing a meaningful and inclusive education for their child.

Money Collection

If money is required to be brought in for excursions or book club etc., we request that it is placed in pre-printed envelope (provided by the school) with your child's name, the teaching area number and the purpose written on the front. It should then be handed to the classroom teacher.

Newsletters

An electronic copy of the school newsletter will be emailed to the designated family member at least 3 times per term. In addition, it will be uploaded on the school App and Facebook. The newsletter can also be found on the school webpage www.canningvaleps.wa.edu.au.

This newsletter is the direct communication link between the school and the family, and parents are asked to read it carefully. The information presented is provided to keep you up-to-date with what is happening at school.

Parent Car-Parking

Limited off-road parking has been provided around much of the school perimeter. This has been designed for parent parking and for pick-up and set-down areas. Parents are specifically requested to utilise this facility and to ensure that the staff car parks are reserved for the purpose for which they were designed.

The pick-up and set-down area operates effectively when parents co-operate and do not park.

Parents picking up children after school are requested to take great care and to observe all traffic laws - stressing with their children that they do not dart out between parked cars and that they are not to walk through the staff car-park.

Please do not park in staff parking areas. Children move through these car parks not expecting cars to move. Please do not park on the grassed area at The Ramble/Eucalyptus Boulevard roundabout. Crossing the footpath in a vehicle is an offence.



Parent and Citizens Association (P&C)

Canning Vale Primary School Parents and Citizens Association (P&C) embraces the entire parent population and is the perfect example of a multi-functional group. Since the opening of the primary school it has impressed as a well-managed group and an invaluable partner in the pursuit of excellence of educational programmes for the students of the school.

School pride is wonderful, and it is gratifying for staff of Canning Vale Primary Schools to have the security and support of an enthusiastic group of parents working hand in hand in this field and in many other areas.

Assisting in the many functions of the Parent Group are the, Fundraising Committee and the School Board.

The Canning Vale P&C reflects all that is positive in Partnerships in Education and contributes much to the excellent reputation enjoyed by the school.

At the time of printing, the P&C meets in the staffroom at 6.30pm on the 3rd and 8th Tuesday of each term. All parents are invited to attend the regular P&C meetings and to take part in activities organised by the group.

New parents should feel welcome to volunteer to help in any way. Notification of P&C meetings, committee meetings and activities is regularly circularised in our many different communication forums.

Parent/Teacher Contact

Parent visits are warmly welcomed by teachers. Please contact teachers to make an appointment so that times for seeing staff can be arranged to cause minimal disruption to class work. All teachers have an email address - just ask.

In most cases, a parent meeting with the class teacher is the best and should be the first contact arranged. Generally, any problems can be solved at that level. If such a meeting leaves any issues unresolved, parents should next seek to discuss the matter with a member of the Executive Team (Deputy Principals or Principal).

Parents may wish to confer with the Principal on any matter affecting their child/children's welfare and progress. Please contact the office to make an appointment on 9427 6000.

Photographic Permission

In this technology age teachers often take photographs/videos of their students to enhance a particular activity or provide a historical record (reporting etc.). We do realise, however, that there are personal circumstances prohibiting the publishing of such images. If you do not wish any image of your child/ren to be taken, please contact the office for a form to complete.

Please refer to *Privacy & Security - Visual Images* on the school website www.canningvaleps.edu.au



Protective Behaviours Education
Language of Safety

This strategy has been called the "glue that holds Protective Behaviours elements together". It refers to reframing our language into an empowering, non- victimising and non-violent format that is consistent with the Protective Behaviours Process.

Vocabulary	Definition	Important Skills and Points to Remember
Helping Hand	A structure for children to use when identifying their network of safety.	Mus be revisited regularly.
Network of safety	Identifying adults that children can talk with and ask for help if they feel unsafe/scared/worried.	Using adults from a range of different areas of the child's life is important. The adults must be over 18, accessible, able to assist and take action if needed. Teddies, pets and peer group friends should be kept 'up the sleeve' for children to talk to when they are sad or lonely- this is different to feeling UNSAFE/ SCARED or WORRIED
Safe and Unsafe	How to describe any kind of activity or encounter you are asking a child to take part in. Children need to be allowed to make the decision of what happens to their own bodies and if they say they feel unsafe, they must be listened to and allowed to pass- within reason. Discussions must be had around resilience and medical reasons.	Children who have been abused or live in violent or abusive environments may live in a constant state of uncertainty or fear. They may not understand what it feels like to feel 'safe' and may not understand the early warning signs (below). Adults may have to negotiate this with children when dealing with medical or other necessary events or procedures- giving clear and explicit reasons and explanations of exactly will happen to them will assist this process.
5 stages of No	Playful 'No' Manners 'No' Firm assertive 'No' Angry 'No' Emergency Danger 'No'	Role-playing and using one-step removed scenarios help children practise using these different types of 'No' and gives them an idea of when to use a different version.
Early Warning Signs	Physical sensations, which we feel in our bodies when we do not feel safe or when we are in an exciting or challenging situation.	Early warning signs differ from one person to the next. Some children do not recognise their early warning signs. Some early warning signs can be fun and enjoyable when we have choice or control over what is coming next.
Private Parts	Students need to know and be able to name external parts of the body including the names for external sexual parts such as: penis, vulva, breast, testicles, mouth and bottom.	In teaching about body parts (including the names for genitals) use the correct terminology from the outset. This helps set the tone for discussion to follow about reproductive body parts and functions and allows students to develop comfort to use these words and to be able to confidently talk about their body. It is also helpful to describe the reproductive body parts as 'private' parts rather than 'rude' parts. Using anatomical language, such as penis and vulva, also improves a child's confidence to be able to report inappropriate touching, for example, and prevents confusion that can arise from the use of nicknames.
Secrets and Surprises	Secrets that are NOT safe to: <ul style="list-style-type: none"> Any kind of touch Games that might break your safety rules or that might be hurtful to anyone. Presents that other people give you or favours that they do for you. Anything that bothers you. Surprises have an end date; they are always told eventually. They are not generally associated with any uncomfortable feelings. Although some people do not enjoy surprises they should not make children feel unsafe.	Activities that distinguish between secrets and surprises are essential in preventing grooming and child abuse.
Comfortable and Uncomfortable Feelings	These words describe feelings in an alternative to 'good and bad' 'negative and positive' All people will categorise feelings slightly differently- generally: Comfortable Feelings - happy, excited, proud, safe, thrilled. Uncomfortable Feelings - sad, worried, scared, upset, anxious, unsafe	Naming feelings is a powerful tool for our children as they are given a language to describe what is happening inside them.
Victim Language	Passive language	Examples: You made me ...sad, angry I'm only a teacher I couldn't stop myself She/ He made me do it
Assertive Language/ Behaviour	The ability to express one's needs and rights, positive and negative thoughts and emotions, while still remaining respectful of the rights of others. Assertiveness is the skill required in preventing and managing conflict, negotiating, decision-making and taking action, using protective behaviours, collaborating and cooperating, and responding to teasing, anger and bullying	Use of body language/ tone of voice/ NO GO TELL
Violent Language	Aggressive language or terms that can be considered violent or disempowering in their impact even if said in jest.	Can include everyday sayings such as "I'll kill you!" "Throws like a girl!" "Hit me like a bomb"
Communication	Often categorised as aggressive, assertive or passive. Students need to be given many opportunities to recognise styles of communication, to learn what is appropriate in different situations and to practise their assertive communication skills in relevant scenarios.	Decision-making models, role plays in appropriate scenarios and other snap decision-making activities can help students rehearse and develop skills to make informed and considered decisions.
Resilience	Resilience is referred to as 'the capacity to bounce back from disruptive life events.'	Skills that are needed for resilience include coping with changes and challenges, loss and grief, making connections through respectful relationships, knowing when, where and how to ask for help, thinking optimistically, being able to care for oneself and others, and being able to utilise positive self-talk.
Life skills	Skills that strengthen a sense of self worth, build and manage satisfying relationships and give correct and age appropriate information regarding sex and sexuality.	The skills we are developing to empower children to take responsibility for their own actions.

Pre-primary Classrooms

Pre-primary operates five full days per week. Pre-primary is the first compulsory year of primary school.

The Delivery and Collection of Pre-primary Children

Parents and carers must accompany their child to the Early Childhood gate/play area and hand them over to the staff member. Children will then independently make their way to their room. Please do not leave your child unsupervised.

Parents and carers also need to wait outside on the grass at the end of the day. We ask that you do not distract the children by standing near windows and attracting your child's attention. At the end of the session children will be released as parents are sighted. Please allow your child to independently pack their bags etc... and it can get a little busy in the afternoons so we politely ask that you don't crowd the veranda!

Please try not to be too early or late especially in the first term when your child is still not sure if you will return for them. If something comes up and you are going to be late or have arranged for someone else to collect your child, please let us know by phoning the office on 9427 6000. If someone other than the parent or guardian is going to be collecting your child, a letter or email is required.

Older primary school siblings may not deliver or pick up children unless approval has been granted by the school Principal.

If you arrive after 9.00am you need to sign in at the office. An automatic SMS is sent to all parents when a child is absent from school in the morning and afternoon without an explanation.

If you are going to take your child out of school during school hours, you will need to complete a school sign-out slip in the office. This information will then be kept on record. The master sheet asks you for a reason for the departure - your child may be sick or injured, or have an appointment such as dentist or doctor. The sign out slip provides assurance to the classroom teacher that you have been to the office.

We also ask that you, where possible, notify the teacher in advance if you wish to remove students from the class during lesson time. Students will only be released from class if the person collecting the child has the relevant pass from the office.

Early Childhood Playground and Equipment

The area is fenced and is exclusively for the use of our Pre-primary, Kindergarten and junior ESC students. We ask that children use the gate when entering or leaving the school and not climb over the fence. For safety reasons, children are not permitted on school equipment before or after school. Parents waiting to pick up their Kindergarten or Pre-primary child are asked not to allow younger siblings on the play equipment as this is a big distractor to students working in the classrooms surrounding the playground.

Reporting to Parents

Parents will receive two formal CVPS student reports each year. Teachers will also informally report to parents when appropriate. Students in Years 3 and 5 will also receive a report following the NAPLAN (National Assessment Program - Literacy and Numeracy) testing when this report is generated nationally. Parents of students who require an individualised educational, behavioural and/or risk management plan will also meet with their child's classroom teacher at least twice a year to collaboratively develop and then review the documented plan.

Each teacher will meet with their parents at the beginning of the year and outline their individual expectations. Other reports such as special project testing will be generated when appropriate.

You will be invited by your teacher to attend a Parent/Teacher Conference during Term 1.

School Board

The *School Education Act 1999* requires all schools to have formed a School Board. The Canning Vale Primary School Board meets twice a term and minutes are posted onto the school website.

The School Board is a separate body from the Parents & Citizens Association. The Board is a legally formed body and is the major governing body of the school. In partnership with the Principal, the Board's fundamental purpose is enabling parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school.

ROLES AND RESPONSIBILITIES OF SCHOOL BOARDS

The role of the School Board is one of assisting the Principal and staff to set the long term future for the school and maintain oversight (not management) of the school's operation. It is not about running the school – that is the job of the Principal. It is about providing additional expertise to help the school achieve the best outcomes for the students.

Parent members of the School Board bring to School Board meetings their experience as parents at the school, and the views and context of the wider school community.

Community members bring a particular skill to the School Board. This may include business, accounting, educational research, building, or some other skill that the school is looking for at that time.

Department of Education employees bring their educational expertise to School Board meetings.

As an Independent Public School, our School Board will operate with functions consistent with the legislative roles of School Boards. Therefore, the responsibilities of an Independent Public School Board are to:

1. Work within the Department of Education WA relevant legislation and regulations;
2. Contribute to the School Delivery and Performance Agreement and the Business Plan. These documents summarise what the school wants to achieve in the future and how it plans to get there. When completed, the Agreement will be signed by the School Board Chair, Principal and Director General;
3. Endorse and review the annual budget. The budget summarises the income received annually from the Department of Education and other sources; it also lists planned expenditure, including salaries;
4. Assist with the formulation of codes of conduct. These are guiding principles designed to influence the school's decisions and actions;
5. Review the performance of the school;
6. Create interest in the school within and across the community;



School Board (Cont'd)

7. Assist with Principal selection when a vacancy arises. The Chair of the School Board will be a member of the selection panel;
8. Approve fees, charges, contributions and items of personal use (stationery lists);
9. Approve extra cost optional components of programs;
10. Approve arrangements for sponsorship and advertising;
11. Liaise with other committees within the school e.g. the P&C;
12. Hold one open meeting each year to report to the school community; and
13. Provide advice to the Principal on religious education and related activities.

The School Board does not:

- Manage the day to day running of the school (for example, it does not employ staff, decide student class placements, or resolve issues relating to individual teachers and students and/or parents);
- Discuss individual issues relating to teachers, staff or parents – these are very clearly management roles and therefore the Principal's responsibility;
- Represent specific interest groups, or permit special interests to dominate the Board's agenda;
- Intervene in students' educational instruction; have land, buildings or motor cars, nor enter into hire purchase agreements or obtain credits or loans, unless permission is given by the Minister; and
- Performance manage the Principal or any other staff member.

School Hat Policy

In line with the very strong recommendations from The Cancer Council of Western Australia, our school has adopted the NO HAT - NO PLAY policy for the whole of the year. This means that for sport and physical education periods children will not be permitted to participate unless they are wearing a hat or approved headgear. During the lunch and recess breaks, children without hats will be directed to the covered assembly area. It is for the protection of your children. Parents helping out are specifically requested to be role models in this aspect, and to assist staff members in the implementation of the NO HAT - NO PLAY policy.

This policy also applies to the Kindergarten and Pre-primary students.

School hats are available for purchase at Nell Gray who operates from 30 Kembla Way, Willetton. They are open Monday – Friday 9am-5pm (Thursdays 6pm) and Saturday 9am-1pm.

School Hours

Monday, Tuesday, Thursday, Friday	8.44am – 3.00pm
Wednesday	8.44am – 2.30pm

Teachers are on duty in the assembly area from 8.15am. Children should not arrive at school prior to that time. Classroom doors open at 8.35am. The policy is to drop at the gate and all students to be independent, social and resilient by managing themselves and being responsible.

The 2.30pm closure on Wednesday allows teachers to meet for collaboration, planning, moderation and sharing best practice.

School Psychologist

The School Psychologist visits the school one day each week. Teaching staff members make referrals but parent approval is sought in advance.



Specialist Programs - Music

At CVPS we have a dynamic and comprehensive music programme. Students learn to create, perform and reflect on music of many different genres and styles. The ability to read and write music is taught using traditional music theory, solfège, Kodály and other forms of music notation. Students are encouraged to play by ear and copy patterns of music using instruments such as xylophones and hand and body percussion. In addition, students respond analytically to pieces of music that are played or performed for them and learn to critique these performances.

Some students are selected to sing in the school choir. This group practise hard and represent the school with pride at every performance. They sing at several school events each year such as the ANZAC Ceremony, Harmony Day, Parents' Morning Tea and Performing Arts Evening. They may also perform at out of school hours Festivals. Students learn self-confidence, discipline, teamwork and cooperation through their participation in the choir and the pure joy of singing.

Towards the end of Year 4, students have the opportunity to complete a music aptitude test for selection into the School of Instrumental Music (IMSS) programme. Each year students are selected to learn brass, woodwind or percussion instruments in Years 5 and 6. This program can continue to high school and often instils in the students a lifelong love of playing music.



Specialist Programs – Language Other Than English

At CVPS our foreign language is Italian. Students begin in Year 3 and continue through to the end of Year 6. Time allocation is one hour a week and through topic based learning, basic aspects of listening, speaking, reading and writing are developed. Our intention at this school is to make the first steps towards foreign language learning both effective and enjoyable. An extensive range of teaching and learning strategies combined with a comprehensive range of activities are designed to promote both learning and a positive attitude to language acquisition. Students develop an understanding that language is culturally based and that tolerance and appreciation are part of that understanding.

An important part of this programme is the deliberate intention to promote English literacy skills through the study of Italian; thus there is constant comparison of the two languages.



Specialist Programs – English as an Additional Language

The English as an Additional Language or Dialect program (EAL/D) aims to develop EAL/D students' English Language competence and improve their learning outcomes throughout the curriculum to a level where they can fully participate in schooling and independently pursue further education and training.

CVPS has a significant mix of students from language backgrounds other than English (LBOTE). The teaching program aims to support students' learning of English so that they are able to communicate with their peers and their teachers, participate in the classroom, access the curriculum and achieve equitable learning outcomes.

Students beginning school with no English are supported in class as well as one-on-one individual instruction. Class teachers and the EAL/D teacher collaborate to support the language and learning needs of all students in the class.

When a new student is enrolled, the EAL/D teacher assesses the student to assist in planning the support program.



Specialist Programs – Visual Arts

Students in Years 1 – 6 have the opportunity to access the Visual Arts Program for a 1-hour lesson per week. The Visual Art Program focuses on 2D and 3D artworks with a range of media and art forms, including drawing, painting, textile, printmaking, ceramics and digital art.

Students are involved in the process of creating art – from Viewing, critical analysis, exploration of media and techniques, design, production and reflection. The focus in Art at CVPS is to encourage critical and creative thinking in our students and to encourage students to discover excellence in their abilities in a range of avenues.



Examples of student work are showcased throughout the school in formal and classroom displays. Collaborative artworks created to enhance our environment are also on display throughout the school.

Specialist Programs – Physical Education

Canning Vale Primary school has a vibrant and comprehensive Physical Education (P.E.) program that caters for Years 1-6 and all ability groups. Each class in the school receives sixty minutes of P.E. with the physical education specialist as well as 60 minutes of sport in their year groups for the Years 3-6.

We also offer a wonderful Edu-Dance program in Term one for all years Pre-primary – 6, which culminates in an end of term concert where the children demonstrate their dance skills to the parents. Swimming lessons occur at Riverton Leisure Centre. The Year Six students have swimming lessons at Cottesloe Beach. Dates of these will be published on the website and specific details will be in parent notes and newsletters.

There are various competitions (inter-school) throughout the year when our students compete against students from the other schools in our district. This includes summer and winter carnivals, cross country and athletics.

We also involve our senior students in lunch time sport competitions throughout the year. Our Year 1 and 2 students learn Fundamental Movement Skills which give them the basic skills to develop into capable and well skilled participants in games and activities.

Canning Vale Primary School supports the W.A. Cancer Council in its endeavours to promote the dangers of skin cancer caused by exposure to the sun. To this extent as mentioned in the Hat Policy section of this Information Booklet, Canning Vale has a No Hat-No Play policy that operates for the whole year.

Children should bring an explanatory note for exemption if they are unable to take part in sporting or physical education because of medical or physical reasons.



Specialist Programs – School Chaplain

Canning Vale Primary School employs a School Chaplain. As a member of staff (who is not a teacher), our Chaplain provides a non-denominational service to our multicultural community. Mrs Lowther has one goal – great collaboration creates unity. Her success is visible across the school where she provides an empathetic listening ear for students, staff and parents/caregivers. She has a high standard of personal integrity and has therefore developed and maintained relationships that have been built on trust.

Mrs Lowther provides support across a wide range of issues including anxiety, anger, feeling overworked, self-esteem and identity, conflict resolution, assertive behaviours, protective behaviours, grief and loss, parenting and communication.

Mrs Lowther works in a variety of ways depending on individual need. This includes one on one or small group support, in the classroom working shoulder to shoulder with the teacher or out in the playground supporting students. Time in the classrooms helps build a therapeutic rapport with groups of children particularly the younger ones. As well, the Chaplain promotes the school's values education program at assemblies and in the newsletter, and positive social skills development through games, plays, puppets and arts in the Chaplain's room during various breaks.



Uniforms

At Canning Vale Primary School, the wearing of the school uniform is compulsory under *Occupation Health & Safety Legislation*. This decision is endorsed by the School Board.

The supplier for the school uniform is Nell Gray who operates from 30 Kembla Way Willetton. They are open Monday – Friday 9am-5pm (Thursdays 6pm) and Saturday 9am-1pm.

Please refer to - *Uniform* for policy details on the school website www.canningvaleps.wa.edu.au

SUMMER UNIFORM

Boys: The boys' summer uniform consists of a green polo shirt with red and white panels and green shorts; bottle green or white socks.

Girls: The girls' summer uniform consists of a green polo shirt with red and white panels and a tartan skirt. A dress in the school check is also available; bottle green or white socks.

Leggings and black tights are not part of the uniform.

All children are required to wear a green bucket or brimmed school hat whilst they are outdoors.

WINTER UNIFORM

Boys: The boys' winter uniform consists of a green polo shirt with red and white panels and green shorts or a tracksuit consisting of green track pants and green zip jacket. Bottle green or white socks.

Girls: The girls' winter uniform consists of a green polo shirt red and white panels, tartan skirts, or a tracksuit consisting of green track pants and green zip jacket, bottle green or white socks or bottle green, red or white tights. Leggings and black tights are not part of the uniform.

Long hair needs to be tied up and hair accessories should be kept simple, for example, a plain hair band, small ribbons or clips preferably black, red, green or white (school colours). Coloured hair is not suitable for school (except if given permission in special circumstances, e.g. House Carnivals).

No jewellery is permitted other than stud or sleeper earrings and a watch. Medic alert necklaces and bracelets are allowed. All exceptions must be applied for in writing through the Principal. Makeup and nail polish are not permitted.

A Year 6 class polo shirt and warm winter top are available for our Year 6 students.

Uniform - Shoes

Shoes should be worn at all times, even during physical education. This provides students with a degree of protection necessary because of uncertainty about the safety of the oval and our grounds. We recommend shoes with laces (that are tied).

Volunteer Program

Canning Vale Primary School believes in fostering family and community involvement in our school. We therefore invite people in our community to become volunteer mentors. A strong mentoring system cares for and provides positive guidelines to students as individuals. It is important for all children to have access to mature and experienced people in their lives as a role model.

Through the Volunteering Program, young children certainly benefit from learning from and communicating with adults of all ages as role models.

As a Volunteer Mentor you could work in the following areas:

- Tutoring children who are having difficulty mastering their reading or maths skills one-on-one or in small groups.
- Providing support for students for whom English is a second language (EAL students).
- Classroom helpers; interacting with children, promoting conversations, being a willing listener, helping prepare or participate in craft activities.
- Playing educational games with a group.
- Assist with the use of computer programs.
- Assist in implementing Cracking the Code phonics program in Kindergarten.
- Library/Art helper.
- Administration.
- The Learning Garden.

More information will be available through the school newsletters or contact the program co-ordinator Tracy.Tolcan@education.wa.edu.au

Work Experience

As a compromise between being helpful and being interrupted constantly, we have adopted the following policy with respect to work experience.

1. General approaches to school by telephone, letter or person will be declined.
2. Approaches must be made through the high school/TAFE coordinator or email Belinda.Johnston@education.wa.edu.au
3. Any accepted placement must be confirmed in writing so we can be sure that issues such as insurance liability have been (or will be) addressed.
4. We don't accept past CVPS students as we encourage them to move outside of their comfort zone and seek new experiences.



School Song

In 1998, Mr James Hurst, the Principal at the time, sought permission from the composer of the lyrics and music – Ms Alexandra Hill – to adopt the song, Here We Stand as the School Song. We are deeply indebted to Alexandra for the permission to use her song. This song was first sung by the Year 7 students (and joined by Alexandra Hill) at their Graduation Ceremony that year. Our school song is sung at every assembly.

HERE WE STAND

Reaching out across the globe

We unify the voice as one

As we understand our challenge through the years

Searching for the answers

For each and every one

To recognise and overcome their fears

With determination and ambition

To succeed we have the vision

Chorus

Here we stand, together facing our destiny

We reach toward our reality

To strive in what we believe in

Here we stand in search of making our dreams come true

With pride and strength only time will prove

We're challenging all our greatest hopes and fears

United all together we stand here

Working hard with every step

We move toward our goals

And we learn from all the challenges we face

Searching deep inside to find the key within our souls

That will lead us to that very special place

Just believe you have the strength to make it

Now you've got the chance to take it

The School Code

CANNING VALE PRIMARY SCHOOL

SCHOOL CODE

If we dream and believe and create

We'll succeed.

Trust, respect, responsibility we heed.

Cooperation and effort are words we declare,

We are proud of our school,

Where we all share and care.

Remember each day the motto we say,

"STRIVE TO ACHIEVE"

It's the Canning Vale way!



Canning Vale Primary Campus Map

