

Canning Vale Primary School – POLICIES

In this document we outline eleven key school policies:

UNIFORM
MOBILE PHONES
VIDEO AND FILM
PRIVACY AND SECURITY
BEHAVIOUR
INFORMATION AND COMMUNICATION TECHNOLOGY
DRUG AWARENESS
HEALTHY FOOD AND DRINK
SUN SMART
ASTHMA
PEANUT AND NUT PRODUCTS
CLASS PLACEMENT
FACEBOOK POLICY

In order to save you time and reduce the number of forms we send to you we have compiled the key policies and presented them in a format that we hope will be easy to read, understand and confirm. While we acknowledge that it is impossible to pre-empt all permissions that will be required by the school for the school year, we are attempting to minimise the number of forms that need to be completed.

We are asking you (parent/guardians) to read each policy with your child/children, discuss these with them to gain their agreement, and then endorse (tick) each one on the Policies section located within this booklet. Please then sign once at the end of the Policies section.

There is a second section, Permissions, where you can give your permission for your child/children to have a mobile phone at school and for taking images of your child/children. Please complete these as appropriate to your desires and sign accordingly.

We would appreciate their return at your earliest convenience.

If you have any enquiries, please feel free to contact the school on 9427 6000 to speak with a member of the Executive team.

Student Uniform – Policy 1

Policy Statement

At Canning Vale Primary School all students will wear full school uniform.

Rationale

As part of the learning environment at CVPS it is very important that all students are dressed appropriately. This instils a sense of pride and excellence, and eliminates peer to peer competition about what everyone is wearing to school. Full school uniform also ensures that students can be easily identified to further enhance their safety while at school and during excursions and events outside of school. As such, the Principal is exercising the right under Occupational, Health and Safety to ensure that the wearing of the uniform is compulsory.

Policy Details

CVPS is proud of its tradition of a high standard of dress and personal presentation and therefore students will not be permitted to wear:

- Jewellery (except for cultural/medical reasons and with the permission of the Principal);
- Body jewellery except stud earrings;
- Temporary tattoos;
- Nail polish, or
- Make up.
- Coloured hair is not suitable for school (except if given permission in special circumstances)

We ask you to assist your child/children to wear their hair away from their face, to tie long hair back, and to ensure your child/children wear suitable shoes to school; for example, flat sandals with back strap or lace up joggers. Shoes need to be worn at all times. Kindergarten and Pre Primary children are exempted at certain times because they need bare feet to climb safely.

CPVS has a "No Hat - No Play" policy that operates for the whole year. During recess and lunch breaks, children without broad brimmed (school) hats will be directed to the covered assembly area.

Uniforms can be purchased from the school supplier. Please find details and addition information on our website <u>Uniform_Price_List_2021.pdf (canningvaleps.wa.edu.au)</u>

Student Mobile Phone Policy – Policy 2

Policy Statement

At Canning Vale Primary School, the use of mobile phones by children on the school grounds is not permitted. If your child brings a phone to school, please complete and return the permission form on the following page.

Rationale

It is accepted that, in some circumstances, parents give their children mobile phones to enable them to be in contact and to increase the feeling of safety. However, this requires parents, children and staff to take steps to ensure that mobile phones and smart watches are used responsibly. Concerns we have about the use of mobile phones in schools that we want all parents to understand and discuss with their child/children include:

- Mobile phones can be disruptive to teaching and learning.
- Mobile phone functions are constantly evolving and currently include SMS or text messaging and image capture and image messaging – all of which may be used to bully. Digital bullying is insidious and powerful and can have very serious consequences for those who are the subject of the attack.
- Invasion of privacy is a major concern. The MMS capacity of phones means any person can be photographed, videoed or recorded unaware and without permission. This can occur at any time in any circumstance, for example in students' toilets. The possible inappropriate use of such images, which can also be digitally altered and enhanced, is a very real concern.
- With the capabilities that mobile phones have, security of children and adults, and security of confidential school information such as test information are potentially major issues.

Policy Details

If your child/children is bringing a mobile phone to CVPS they must abide by our Mobile Phone Policy. The policy applies during school time but also includes excursions, camps and extra curricula activities unless otherwise specifically requested and includes smart watches. The Mobile Phone Policy requires that:

- When the student enters the school grounds, mobile phones are to be turned off and kept off when on the school grounds and while at off-site educational activities. The phone should be kept in the student's bag. Phones are not permitted to be used during break times.
- CVPS does not accept responsibility for damage, loss or theft of mobile phones.
- Mobile phones should not be used to contact parents during the day. In all cases students wishing to contact parents during the day must report to the office to be given permission to use a school phone.
- Mobile phones should not be used to capture images of any other student or staff member.
- Messages or internet transmissions that relate to any staff member or another student at the school must not be initiated or passed on.

Breach of Policy:

There will be consequences applied where students breach the Mobile Phone policy.

- The phone will be confiscated by a teacher, labelled with the student's name and handed to the school office. The phone may be picked up from the Principal by the child's parent at the end of the day. Parents/carers will be notified that the phone was inappropriately used during school time.
 - Normal Behaviour Management processes apply to inappropriate use of the phone that relates to a staff member or another student. In most cases this will involve suspension as this is a serious breach of school rules.

PERMISSION

If your child brings a phone to school, please complete and return the permission form on the following page.

POLICY 2		
MOBILE PHONES	At Canning Vale Primary School student use of mobile phones and smart watches on the school grounds is not permitted.	
<i>I fully understand the policy conditions and hereby give permission for my child to have a mobile phone at school only for use within the school's policy.</i>		
Parent/Guardian	(print <i>name</i>)	
Signature		
Date		
Child's name	(print <i>name</i>)	
Child's MOBILE PHONE NO:		
Parents are responsible for updating these details if the phone number changes.		

Video and Film Permission – Policy 3

Policy Statement

At Canning Vale Primary School your (parent/guardian) permission will be sought if images or audio rated PG are to be viewed as part of a learning program.

Rationale

At CVPS we recognise that viewing and listening form a significant part of the curriculum. To connect students with the real world and make students more critically aware, teachers often wish to include, for example, the news and news commentary programmes, documentaries and advertisements. We are also aware that as parents you want to ensure that your child/children are not exposed to media that you deem inappropriate. Therefore, before introducing your child/children to media rated PG we will seek your written permission.

Policy details

Some viewing and listening programs may have a PG rating. It is therefore essential to have your written consent each time a PG rated program is shown to your child. Most programs that enhance a learning program have a G rating.

Privacy and Security – Visual Images Permissions – Policy 4

Policy Statement

At Canning Vale Primary School your (parent/guardian) permission will be gained before using visual images of your child/children, such as photographs.

Rationale

CVPS will frequently use images of students in a variety of ways, for example, to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute to Education Department materials. CVPS also has a website and an official CVPS Facebook page, which may result in your child's image potentially being accessed worldwide through the Internet.

Images of your child may be used in some or all of the ways listed below:

- School Website/Video/Newsletters/Magazines or any medium, in relation to school activities.
- Promotional material for the Department of Education or CVPS articles for The West Australian/Community Newspapers.

Policy details

We understand that you and your child/children's right to privacy is important. If we use an image of your child/children or that of any other child at CVPS only first names will be used. If the image is to be placed in a publication outside those listed above, individual permission will be asked from you. Where parents do not give approval the image will not be used.

At no time will your child's image be posted onto a personal social media account of any member of the CVPS staff. This would constitute a breach the Child Protection Policy and the Staff Code of Conduct and result in disciplinary action.

You are of course at liberty to withdraw your consent at any time by contacting the Principal in writing.

Behaviour – Policy 5

Policy Statement

At Canning Vale Primary School all students will behave according to the school's principles about student behaviour management. Our full behaviour policy 'Behaviour, Engagements and Conduct' can be found on our website.

Rationale

CVPS is committed to providing a healthy, safe and inclusive learning environment for our children. Appropriate behaviour is a top priority at CVPS and we use a consistent approach across the school.

CVPS operates on the belief that all our students have the ability and the right to learn in a safe, structured and supportive environment. As a school community CVPS works to create a climate that is inclusive, positive and productive. It is our firm belief that no individual student (or group of students) has the right to choose behaviour that infringes upon the rights of others.

A core value at CVPS is respect, therefore each student has the right to:

- be treated with courtesy, consideration, and respect,
- work in a safe, secure and clean environment and to access support when required,
- teach and learn without disruption,
- feel they and their property are secure at all times,
- participate in the opportunities offered, and
- achieve their potential.

Policy details

At CVPS we expect all our students to have respect for themselves, others and their environment, and demonstrate pride in their school. These values underpin our beliefs and we explicitly teach and apply them. At CVPS we believe that:

- the worth and dignity of all people, and the rights and responsibilities of individuals must be recognised and valued,
- bullying is a totally unacceptable behaviour in any form,
- students can learn to accept responsibility for their actions, and
- rewards and consequences should reflect actions.

The management of student behaviour is a shared responsibility involving staff, parents and the student. Conflicts must be resolved in a positive and non-violent manner.

General conduct - all students are expected to:

- abide by all CVPS rules and procedures, that is
 - stay within the school boundaries;
 - o not enter unattended classrooms or restricted areas without permission;
 - o always wear the school uniform that includes a broad brimmed hat when outside;
 - o always treat themselves and others with respect, care and consideration, and
 - o always respect the environment and the property of others,
 - actively engage in the teaching/learning process,
- show respect for staff by following all reasonable requests,
- show courtesy and consideration to all others and their property, and
- conduct themselves in a safe and responsible manner at all times.

Breach of Policy:

The modification of student behaviour in breach of these expectations is managed through a combination of student self-reflection and regulation, and the application of clear and reasonable consequences.

Information & Communication Technology – Policy 6

Policy Statement

At Canning Vale Primary School information and communication technologies will only be used for learning related activities.

Rationale

Information and communication technologies are every day part of school life. Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. CVPS makes every reasonable effort to achieve this by educating and informing you (parent/guardian) and your child/children, as well as by putting measures in place to monitor and where appropriate, restrict internet access.

Policy details

Staff supervision is essential to ensure child safety. Students must also accept responsibility by:

- ensuring that all communication using online services is related to learning or school activities;
- keeping passwords confidential, changing them when prompted, or when known by another user;
- not sending or publishing unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- not accessing or attempting to access inappropriate material;
- not engaging in any bullying, intimidation or other inappropriate behaviour online;
- immediately telling a nominated staff member if they receive a computer virus or a message that is inappropriate or makes them feel uncomfortable; and,
- not damaging or disabling computers, computer systems or networks of the school or Department of Education WA.

Drug Awareness – Policy 7

Policy Statement

At Canning Vale Primary School any member of the school community, including students, staff, parents and any visitors on the school premises, at any school function, excursion or camp, is not permitted to smoke and/or possess tobacco products; consume and/or possess alcohol; deliberately inhale volatile substances (solvents); possess and/or use pharmaceutical drugs for non-medical purposes; possess and/or use illegal drugs; possess and/or use drug related equipment or knowingly be in the presence of others who are in breach of this policy.

Rationale

CVPS aims to provide and maintain a health promoting school environment, which enables our students to reach their full academic and personal potential. This, in part, is achieved through a whole of school drug awareness program. Our policy also aims to keep young people safe and encourages a shared commitment to drug education between staff, students and parents.

Our drug awareness education program is about giving your child/children and young people accurate information and opportunities to practice skills, such as decision-making, so they can make informed decisions and stay safe. We are constantly strengthening our capacity as a healthy setting for living, learning and working.

Policy detail

While we acknowledge that adults make informed personal decisions about their health, while at school, on the school grounds or attending an excursion, or camp, this policy will be enforced. Again this policy reinforces our core value of respect – respect for the rights of others, and respect for ourselves.

Breach of Policy:

Breach of this policy is a very serious matter that in most cases may result in suspension and possible police action.

Healthy Food and Drink – Policy 8

Policy Statement

At Canning Vale Primary School, we will promote the consumption of healthy foods and drinks.

Rationale

As per the WA Department of Education Healthy Food and Drink Policy, we will, as a school community, promote the consumption of healthy foods and drinks. It has been medically proven that healthy eating and drinking improves student ability for learning.

Policy Details

- Parents will be advised of the WA Department of Education's Healthy Food and Drink Policy
- Food brought to school by parents has direct implications for this policy, food preparation requirements of the Department of Education Healthy Food and Drink Policy as well as the potential for impact on a large number of students with a wide variety of allergies. The provision of birthday cakes and other food treats to classrooms for distribution to students is therefore not permitted.
- Parents and students will be made aware of the contribution that healthy food and drink makes to a student's progress
- The Canteen will ensure a healthy menu is provided using the traffic light system
- During practical cookery lessons, there will be experiences with the choosing and preparing of healthy food
- Classroom food rewards will not include lollies and fizzy drinks.
- Health promoting messages will be included in the school newsletter e.g. tips and recipes for healthy lunches and snacks and the importance of breakfast
- The 'Crunch and Sip' Programme will be maintained
- Camp and excursion menus will be healthy whenever possible
- The campus will maintain allergy awareness
- Open communication with parents/guardians of children at risk of anaphylaxis will be maintained and potential issues will be discussed well in advance
- Class parties, celebrations, school camps and excursions will be planned with full knowledge of any dietary restrictions or student food allergies
- Our position as a Nut Aware campus will be maintained
- Our classroom education about food allergy and anaphylaxis and their potential risks to be maintained

Policy Statement

At Canning Vale Primary School all students and staff will adopt sun smart practices.

Rationale

Australia has the highest rate of skin cancer in the world. Over exposure to the sun during childhood and adolescence is an important contributing factor to the development of skin cancer later in life. As students are at school during times of peak ultraviolet (UV) radiation, schools can play a major role in creating a supportive environment that minimises exposure and encourages sun protective behaviours.

Our sun protection policy has been adopted to ensure that all students and staff are protected from skin damage caused by UV radiation from the sun and parents and visitors attending Canning Vale Primary School are encouraged to adopt similar behaviours. This policy is to be implemented year around. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the whole school community.

Policy Details

Canning Vale Primary School will:

- Inform parents of this sun protection policy when they enrol their child/children
- Brief all new staff on the sun protection policy as part of the induction process
- Promote sun protection via newsletters, assemblies, messages, whole school activities, and parent and staff meetings
- Require students to wear a school hat when outside throughout the year
- Direct students without a school hat to stay in the undercover/staged area
- Require staff to wear a hat for all outdoor activities, including yard duty
- Encourage parents and guests to wear a hat when participating in and attending outdoor school activities
- Require students to wear a school hat, sun protective clothing and sunscreen for all camps, sports and excursions
- Require staff and students to wear a swim (rash) top for swimming if outside
- Maintain the school dress code to include sun protective items
- Ensure there is adequate provision of shade within the school grounds for students and staff, by planting trees and building shade structures, particularly in areas where students congregate, for example, lunch, canteen, outdoor lesson areas, and playground equipment
- When moving around the school, where practical, encourage staff and students to use shaded or covered areas when outside
- Ensure that adequate shade is provided at sporting carnivals and outdoor events
- Encourage the use of SPF 30+ broad-spectrum, water-resistant sunscreen by:
- Asking parents to provide sunscreen for their child/children
- providing sunscreen in the classroom (particularly during the summer months)
- encouraging children to apply sunscreen at home before the school day commences (particularly during the summer months)
- Incorporate sun protection and skin cancer awareness programs into the appropriate Key Learning Areas of the school curriculum, particularly during physical education and health lessons

Parents/carers will:

- Ensure their child/children have a school hat
- Ensure that their child/children's clothing provides adequate protection from UV radiation. Cancer Council WA recommends the following:
 - collars and sleeves
 - \circ closely woven fabric
 - o natural fibre
 - swim (rash) tops for swimming.
- Ensure that their child/children has/have access to SPF 30+ broad-spectrum, waterresistant sunscreen before leaving for school (unless there is a reason as to why this cannot happen)
- Act as positive role models by practising SunSmart behaviour
- Support the school's sun protection policy

Students will:

- Be aware of the school's sun protection policy
- Take responsibility for their health by being SunSmart
- Comply with SunSmart rules and guidelines by wearing suitable hats and clothing
- Apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before school starts
- Act as positive role models for other students in all aspects of SunSmart behaviour.
- Be actively involved in initiatives to protect the school community from over-exposure to the sun
- Participate in SunSmart education programs.

Asthma Friendly School – Policy 10

Policy Statement

As an Asthma Friendly school, Canning Vale Primary School staff will immediately treat a student experiencing an asthma attack.

Rationale

Asthma is a common chronic lung condition that affects up to 1:10 primary school aged students. It is a common cause for school absenteeism and is a major cause of childhood admissions to hospital. People die from asthma and more than half of these asthma deaths are preventable. With appropriate management, the impact of asthma can be minimised.

Policy Details

We are committed to being an Asthma Friendly school. This means:

- The majority of staff have current training in Asthma First Aid and routine management, conducted or approved by the local Asthma Foundation. Staff training is to occur at least every three years with online training also available
- Asthma Emergency Kits (AEKs) are accessible to staff and include in-date reliever medication, single person use spacers (with masks for under 5 year olds if required)
- Asthma First Aid posters are on display and information is available for staff and parents
- Policies are Asthma Friendly

Students:

Students are supported to self-manage their asthma in line with their age and stage of development; we explain asthma and asthma care to the students, and provide care with, not just to them.

Parents:

- provide an Asthma Care Plan, signed by the treating doctor at the beginning of each year
- provide their child's medication, clearly dated and in the original labelled container. A spacer (and mask if required), should also be supplied
- alert staff to any changes in their child's asthma management

Staff:

- document any asthma attack and advise parents/carers as a matter of priority
- two staff members to manage an asthma attack
- have a spacer and mask replacement policy if spacer and mask are used from the AEK (single person use)
- review documentation regularly to ensure compliance with procedures
- minimise exposure to known triggers

Management:

- maintain a central record of students' health care needs, including asthma, and review regularly
- induct new staff in asthma policies and procedures including asthma training and information for all staff
- review policies and practices

Excursions and School Camp:

- a copy of the child's asthma plan to be taken on every excursion
- an AEK to be taken on all excursions

Peanut and Nut Products – Policy 11

Policy Statement

At Canning Vale Primary School all parents and the canteen will be asked to avoid peanuts and the use of nut based spreads in the provision of snacks and lunches for children attending this campus.

Rationale

Allergy occurs when a person's immune system reacts to substances (i.e. allergens) in the environment that do not bother most people. Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. It is sometimes called "allergic shock" and occurs after exposure to an allergen (e.g. peanuts and nut products) to which the child is already extremely sensitive. Anaphylaxis affects the entire body. *Anaphylaxis must be treated as a medical emergency, requiring immediate treatment.*

While the students themselves are aware of their allergies and can avoid the products when they're obvious, the whole school community needs to be made aware of the danger presented by peanuts and nut products.

Policy Details

- The Canning Vale Campus is a "Nut Aware" site.
- The management of Health Care is a role for a Deputy Principal in consultation with the Executive Team.
- Each child with an allergy will have a health care plan that is developed in consultation with the child's parents / carers and medical practitioner. Staff members are then informed of these plans.
- The No Nut Man logo will be displayed around the school.
- Annually each teacher will raise parent awareness about our policy through teacher/parent communication.
- Information will be posted onto the school's webpage.
- All staff will be trained to effectively use an Epipen.
- All staff will be thoughtful of the ingredients they use foods prepared at school.

The significance of this policy will be brought to the attention of all staff at induction.

Special consideration must be made for parents and students who speak English as a second language.

Purpose

Canning Vale Primary School has a process in place for allocating students into classes each year. The procedure ensures that the professional judgement of both the teaching staff and executive leadership staff is informed and that all available information is applied to the placement process. The interests of children are paramount to the decisions taken by the school.

Classes are formed to provide the best possible learning environment for all students within the budgetary constraints and Department of Education guidelines.

SCHOOL COMMITMENT

The School commits to supporting the Class Placement Guidelines by:

- Using informed professional judgement when deciding class placements; and
- Considering all available information, to assist the process.

PARENT AND CARER COMMITMENT

Parents and carers commit to supporting the school's Class Placement Guidelines by:

- Supporting and accepting decisions made by the School; and
- Being positive with their child about the class placement decision that has been made.

PROCESS

- 1. The Executive Team determines structure options for the following year based upon anticipated enrolments, enrolment trends and the need for flexibility.
- 2. In Term 4, Staff members in each class complete a survey using the program *Class Solver* considering the following information:
 - Classes are to be homogenous with respect to academic performance, social development and classroom behaviour
 - Special educational needs of a student
 - Gender balance
 - School psychologist's recommendations
 - Friendships classes will be set to both enable the integration of new students and provide opportunity for students to broaden their friendship group.
 - Class placements in previous years
 - Constraints of resources or facilities
- 3. Class lists will be formed and then reviewed by all staff.
- 4. Class lists are then submitted to the Executive team for further review.
- 5. If possible, parents will be informed the prior to the school holidays class placements for the following year.

Should there be the need to form a split Year level class, the professional judgement of the Principal, Executive team and relevant teaching staff from the previous year will decide the placement of individual students.

We require all families to accept the decision of the placement and allow the holiday period to prepare their child for their new class. After the first term, if parents still wish to consider their child's placement they may meet with a member of the executive team to discuss. The final decision on class placement remains with the Principal.

Facebook Policy – Policy 13

Policy Statement

At CVPS we endeavour to improve and promote the image of our school. We feel that it is important to celebrate the successes and achievements of our students with the community. We wish to provide a forum for staff to communicate with parents and the community about activities and events throughout the school year.

Rationale

By having a Facebook page Canning Vale Primary School wants to:

- Open a line of positive communication with our school community
- Provide an alternative medium of communication that is easily accessed by the school community
- Build school spirit
- Highlight the many positive elements of Canning Vale Primary School
- Model the correct use of social media
- Make the school newsletter and website more accessible

Policy Details

Below outlines the key components of the Department of Education of Western Australia Social Media Guidelines and the expectations of Canning Vale Primary School's Facebook service to the community.

Canning Vale Primary School will:

- Adhere to the Guidelines for the Use of Social Media as stated on the Department of Education Western Australia website. <u>http://det.wa.edu.au/standardsandintegrity/detcms/education/standards-and-</u> integrity/binary-files/social-media-in-schools.en?cat-id=13010978
- Adhere to the user policies and terms and conditions imposed by the host Facebook. <u>https://www.facebook.com/policies</u>
- Not use children's surnames in posts.
- Select members of staff who are responsible for maintaining the site on behalf of the school.
- Remove any comments, information, images and videos which are posted that do not follow these guidelines
- Demonstrate courtesy and respect to all of those in the Canning Vale Primary School Community as per the ethos of our school
- Not include personal information about individuals (including email addresses,
- telephone numbers or private addresses)
- Delete and report any posts from students identified as under the age of 13.
- Provide links to other sources of information about the school such as the school newsletter and website

Users from the community will;

- Adhere to the user policies and terms and conditions imposed by the host Facebook <u>https://www.facebook.com/policies</u>
- Post positive comments as per the purpose and aim mentioned above
- Demonstrate courtesy and respect to all those in the Canning Vale Primary School Community as per the ethos of our school
- Not use children's surnames
- Not include personal information about individuals (including email addresses, telephone numbers or private addresses)
- Not impersonate or falsely represent another person
- Post using your real name
- Not endorse products, companies or businesses

Please be aware that the Canning Vale Primary School User Policy is subject to amendment or modification and may change at any time. Canning Vale Primary School reserves right to shut down this Facebook page at its discretion.