



# HEATHRIDGE PRIMARY SCHOOL

PROUDLY AN INDEPENDENT PUBLIC SCHOOL

2020

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# Introduction

Welcome to Heathridge Primary School, proudly an Independent Public School since 2015.

On behalf of the staff of our great school, I welcome you to Heathridge Primary School. I look forward to forming a positive partnership with you so that we can give your child the best opportunities to succeed academically, socially and emotionally.

Heathridge Primary School is located approximately 26km north of the Perth CBD, in the City of Joondalup. Since opening in 1980, Heathridge Primary School has continued to provide high-quality education as per our school's motto **"Fly High- See Far"**. The school is renowned for its inclusivity and strong pastoral care within the Heathridge community. We became an Independent Public School (IPS) in 2015 and in 2018 we entered our current three-year phase and have been implementing the strategies outlined in our Business Plan 2018-2020. We provide exciting and inclusive educational programs for students from K-6 and are committed to providing an environment where our students are given every opportunity to reach their full potential underpinned by the four pillars of **Excellence, Growth, Care** and **Opportunity**. The majority of our students transition from Heathridge Primary School to their secondary education at Belridge Secondary College.

As an Independent Public School, we have a School Board that consists of representatives from staff, parents and the community. The role of the School Board is to work together with the Principal to develop and review the Business Plan and ensure the roles and responsibilities of the Delivery and Performance Agreement are adhered to. The School Board are heavily involved in the review of our school performance, the development of the school annual report, the positive promotion of the school in the community and the review of school procedures.

We have produced this information book to provide families with a reference on topics that are important in the effective running of our school. I look forward to your involvement and trust that a close and effective working relationship between the school and home can be established.

Kind regards

Denise Jeffs  
Principal

# Start Times and Term Dates

## School Hours

Monday – Friday 8.40am – 2.50pm

Recess: 10.40am – 11.00am

Lunch: 1.00pm – 1.40pm

Doors open to students at 8.30am when supervision by teachers commences. Students arriving before this time are required to wait in the library until 8.30am. Students arriving after 8.40am are to report to the administration office for a late note.

2020	Students	Teachers
<b>Semester 1</b>		
Term 1	Mon 3 February – Thur 9 April *Kindy start Tue 4 February *School Development Day Fri 28 February	Thurs 30 Jan – Thur 9 April
Break	Fri 10 April – Mon 27 April	Fri 10 April – Mon 27 April
Term 2	Tue 28 April – Fri 3 July *Kindy start Tue 28 April *School Development Day 29 May	Tues 28 April – Fri 3 July
Break	Sat 4 July – Sun 19 July	Sat 4 July – Sun 19 July
<b>Semester 2</b>		
Term 3	Mon 20 July – Fri 25 Sept *Kindy start Tue 21 July	Mon 20 July – Fri 25 Sept
Break	Sat 26 Sept– Sun 11 Oct	Sat 26 Sept – Sun 11 Oct
Term 4	Mon 12 Oct – Thurs 17 Dec *Kindy starts Tue 13 Oct *School Development Day Fri 23 October	Mon 12 Oct – Fri 18 Dec

- On school development days students do not attend. The dates are advertised on our Term Planner, our Facebook group and in the School App. These days are scheduled in consultation with the School Board and local school community.



# General Information

## Attendance Matters

Departmental regulation requires all absences to be supported by a written note of explanation. The Principal does not have the authority to approve absences for family holidays etc. We discourage such absences as they can compromise learning programs. Where these absences occur, it is the sole responsibility of the parent to maintain the educational program. When taking your child out of school for a vacation, you must notify the school by filling in the Notification of Absence Form at the front office. The absence will be recorded as an 'unauthorised vacation.'

All requests to take children from school during the school day must be done at the front office and a leave pass will be issued indicating the reason. This form is handed to the teacher for the student to be released. Students are not to leave the school grounds without permission.

## Absence, Illness or Injury

If children are ill they should be kept at home as we do not have the personnel, the training or the facilities to care for sick children. Please contact the school promptly if a student is going to be absent. This enables us to maintain an accurate record of student attendance in case of an emergency. The school will contact you if there are concerns. **Please make sure you provide a current telephone number to call in case of an emergency.** The school should know of any allergies or concerns that require specific attention and student health records need to be updated as required.

## Hair Length

For health and safety reasons all students with hair that is shoulder length or longer or with a fringe that is below their eyebrows must tie their hair back. This applies to both boys and girls.

## Playful Learners - Before and After School Care

We have a before and after school care organisation on site including Pre-Kindergarten 3-5 year olds in the Playful Learners Room. Please call Angela Davey on 0411 789 300 or email: [Heathridge@playfullearners.com.au](mailto:Heathridge@playfullearners.com.au) for more information.

## Enrolments

Heathridge is a local area intake school and as such accepts all students who live in the intake area. Students living outside the area can complete an Application for Enrolment but can only be accepted if space to accommodate them exists within the school's resourcing. Kindergarten is non-compulsory and local intake does not apply.





## **Inclusion**

We pride ourselves on being an inclusive learning environment. Students with disabilities are valued members of our school and supported to achieve the best possible learning outcomes. Depending on the level of disability, additional support resources may be available to help meet the needs of individual children.



## **Specialised Learning Program – Autism**

In 2018, the Specialised Learning Program for students with Autism (SLP - Autism) opened at Heathridge Primary School to cater for students in Kindergarten to Year 6 with Autism Spectrum Disorder. The program targets age-appropriate academic engagement using evidence-based teaching approaches. For more information about the program, eligibility and enrolments, please contact the Program Coordinator, Charmaine Dimanuel.

## **Money, Valuables, Toys and Mobile Phones**

Students must return money in the excursion envelope into the drop boxes in the office before and after school. Please fully complete envelope details with full name, room number, year, amount and purpose written on the front. Preferred payment is by online banking BSB 066-170 Account No.10003715 Reference – first initial and surname of students. Valuables and toys are generally not to be brought to school as the school cannot accept responsibility for these items. It is our policy that students are prohibited from using mobile phones during school hours. Students need to bring all mobile phones to the administration office for safe keeping.

## **Lost Property**

Parents are requested to see that all clothing and belongings are clearly labelled with their child's full name. It is the child's responsibility to take care of their own things. The lost property box is located in the senior wet area, outside Room 15/16. Parents are welcome to check the box any time.

## **Parent Helpers**

We welcome parents, grandparents and carers to participate in our classroom helper rosters. Individual class teachers will notify if and when they require assistance. Prior to participating in helping out at the school, volunteers are required to 'sign in' at the front office and wear a 'visitor' sticker. In all cases, you'll be asked to sign a Confidential Declaration form annually.

## **Parking**

Parking is provided for parents on the surrounding street frontages. Please do not use the school car park as this is for staff parking only. For safety reasons, please do not walk through the staff car park when picking up or dropping off students.

## **School Grounds and Facilities**

All parents and staff are requested to encourage children to treat the school grounds and facilities with respect. It is greatly appreciated when parents and motorists keep an eye out over the school during after-hour periods. This has dramatically assisted us in reducing the number of incidents of vandalism to our buildings and grounds. Please report all suspicious activities to Education Security on 9264 4771.

## **Community Use of School Facilities**

School facilities may be hired for community use. A hire fee will be charged to defray any maintenance costs. Unless under adult supervision, children should be instructed to stay away from school buildings out of hours in the interests of personal safety and to avoid being accused of vandalism. Inappropriate use can be reported to Education Security on 9264 4771.

## **School Zone and Pedestrian Crosswalk Attendant**

The Police Department pays an attendant to assist parents and children in crossing Caridean Street during the busy times before and after school. At times, the crossing may be unattended due to circumstances out of the school's control. If possible, the school will advise students and parents of this situation if enough notice is given. The school zone speed limit is 40kms per hour before and after school. Please observe signs in roads adjoining the school.

## **Dogs**

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

## **Collecting Children from School**

Please ensure your child always knows how to get home if you are not picking him/her up. If at any time you are unexpectedly called out and cannot meet your child, please make sure alternative arrangements are made and notify either the office or teacher who will pass on the message to your child. This avoids a tearful end to the day. Note: Kindergarten and Pre-Primary students must be collected by a parent or nominated adult.

## **Our Online Canteen – Kindergarten to Year 6**

Lunches can be ordered on Tuesdays and Thursdays through the 'QuickCliq' ordering system. Visit [www.QuickCliq.com.au](http://www.QuickCliq.com.au) Details are also on our SmartLink App.

## **Parents & Citizens Association**

We have an active P&C at Heathridge Primary School dedicated to raising funds that go towards providing additional activities and equipment for the school. Meetings are held once per term and all parents are welcome to become involved. The P&C also produce a newsletter every term.

## **School Banking – Kindergarten to Year 6**

School Banking is run by the P&C that is held every Thursday morning between 8:30am to 9:00am in the library. The P&C receive a commission for all deposits.

## **Scholastic Book Club – Kindergarten to Year 6**

Order forms are sent home on a regular basis. Place orders online through LOOP. Visit [scholastic.com.au/LOOP](http://scholastic.com.au/LOOP).

## **School Dress Code**

Our school colours are valley green and royal blue. Our school dress code is available on our website and has been endorsed by the School Board. This dress code is consistent with the Department of Education *Dress Requirements for Students* policy, and is underpinned by the strong belief that all Heathridge Primary School students should wear their school uniform every day.

## Uniforms

The school uniform is available from Uniform Concepts at 5/7 Delage Street, Joondalup. Their opening hours are;

- Mondays, Tuesdays, Wednesdays & Fridays 9am-5pm
- Thursdays 9am-6pm
- Saturdays 9am-1pm



# Contributions and Charges

## Contributions and Charges

The Education Act 1999 requires schools to notify parents of the schedule of Contributions and Charges for the following year. The School Board endorses the schedule annually. The schedule covers three sections and will allow you to calculate costs for the school year. This is not an exhaustive list and parent contributions are requested to ensure we can provide the best environment and resources possible.

Voluntary contributions charged by the school are to ensure we can broaden and maximise the educational opportunities for all students. Money collected is used to supplement school expenditure in the purchase of resources and in the provision of learning program activities. While contributions are voluntary, the quality of our teaching and learning programs are maximised when each family makes a contribution to supplement funding gained from other sources, including the State and Commonwealth Governments.



## Personal Items from Ziggies Educational Supplies

These are items that students need for their own personal use in the educational program. The school determines the list of items [Personal Items] to be supplied for the following year, which is submitted to the School Board for approval.

## Charges for Extra Cost Optional Components

This is a breakdown of the estimated maximum charge for your child's participation in excursions, incursions and other activities for the year and is included in the schedule. Details on charges from previous years determine the estimate. Students will only incur costs when they are involved in a particular activity. Unpaid invoices are sent home each term.

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### 2020 Charges & Voluntary Contributions Years K-6

VOLUNTARY CONTRIBUTIONS Curriculum Area		CHARGES – Extra Cost Options									OTHER OPTIONAL COSTS / SERVICES		
		Estimated maximum cost											
		ITEM	K	P	1	2	3	4	5	6			
The Arts	\$10.00												
English	\$10.00	PEAC			\$15.00	\$15.00	\$15.00	\$20-300	\$95-265	\$30-300			
Mathematics	\$10.00	Edu Dance		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00			
Humanities & Social Sciences	\$5.00	Swimming		\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00			
Science	\$10.00	Incursions/Excursions	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00			
Technologies	\$5.00	Camp							\$350.00	\$350.00			
		Graduation								\$70.00			
Physical Education	\$5.00	Photographs									\$70.00		
LOTE	\$5.00	Leavers Polo Shirt									\$45.00		
TOTAL PAYABLE	\$60.00												

Charges- Extra Cost Options. Additional cost items such as Camps/Incursions/Excursion are estimated maximum costs.¶

Payment will be requested during the school year when costs and participation by students is confirmed.¶

**Please note that the level of Voluntary Contributions has been approved by the School Board.¶**

A range of payment options are available and may be negotiated with the school.¶

EFTPOS and Credit Card facilities are available at the office.¶

Online banking payments can be made to BSB 066-170 Account No. 10003715.¶

## Communication

### Assemblies/Awards

School assemblies are held throughout the year on Thursdays commencing at 8.50am in the covered assembly area. Parents are cordially invited to attend. The assemblies are run in rotation by different classes. The rotations are listed on the school term planners and on the school website. Students from every classroom are awarded merit certificates to acknowledge success or achievement of some significance. Each Monday we hold a Values Assembly that is for students and staff only. Values certificates are issued by teachers to affirm positive values being demonstrated.



# Communicating with the School/Teacher/Administration

If you have any enquiries about any aspect of the school's activities, please email [Heathridge.ps@education.wa.edu.au](mailto:Heathridge.ps@education.wa.edu.au) or telephone 9401 8088.

## Mobile Phone App / SeeSaw App

The school has a free mobile app 'Smartlink' that is available for Android, iPhones or tablets. You can access our website, events, calendar, canteen information and uniform order form by downloading the SmartLink App. Absentee information can also be sent via the SmartLink App. SeeSaw is an app and website that allows families to view work posted in their child's journal. It is used as a communication tool between home and the classroom. Once the school year has commenced, teachers will send home instructions on how to join.

## Facebook

Our Facebook Group is a way to inform families of school events and notices. Parents of the school can join the group by searching Heathridge Primary School Official Group and requesting to join. Once an administration member has confirmed your identity and that you have a child who attends the school, your request will be accepted.

## Website

The school has a website for general information and special events [www.heathridgeps.wa.edu.au](http://www.heathridgeps.wa.edu.au)

## Parent Teacher Communication

Regular contact between teachers and parents is essential and important. To arrange a meeting, please send a note or an email to the office or teacher. Parents are urged to see the class teacher first when seeking information about their child before meeting with the Principal or Associate Principal about a concern.

# Curriculum

## KINDERGARTEN

Your child's time at Kindergarten establishes a strong foundation for the development of the whole child. The Kindergarten program provides experiences to develop physical, social, emotional and cognitive growth. Learning programs are engaging, challenging and supportive. Children learn through a specifically designed play-rich program including mat sessions, intentional teaching, individual and group sessions and structured indoor and outdoor activities.

Drop-off and pick-up times	Attendance
8.40am-2.50pm	Tuesday and Thursday (Weeks 1,3,5,7,9 & 11)
8.40am-2.50pm	Monday, Tuesday & Thursday (Weeks 2,4,6,8 & 10)

For duty of care reasons, if you are unable to pick up your child and someone else is coming in your place, please contact the school on 9401 8088.

To begin your child's year at Kindergarten please bring:

- One piece of fruit at recess time to share every day [or celery, cheese, polony, egg, sultanas etc]
- A large bag that your child can open and close themselves.
- A broad-brimmed hat. The school has a 'No Hat, No Play' policy. Please label hats with your child's name and keep it in your child's school bag.
- A change of clothes.
- Personal Items from Ziggies Educational Supplies.
- Named drink bottle.
- Lunch [healthy food is encouraged]. The children can order their lunch online through [www.quickcliq.com.au](http://www.quickcliq.com.au) on Tuesdays and Thursdays.
- Small pillow or cushion with a pillow slip for a short rest time after lunch.
- Please label all personal items with your child's name.

## **PRE-PRIMARY**

### **Education Program**

Our programs are carefully and collaboratively planned using the Department of Education documents including the Western Australian Curriculum, the Australian Curriculum and the Early Years Learning Framework. These will provide experiences to develop the whole student cognitively, socially, emotionally, physically and creatively. The Early Childhood Program caters for all individual students and their needs through a balance of play-based learning and intentional teaching. We aim to promote a positive self-image, providing a range of experiences and opportunities for students to gain the skills and knowledge to assist them to become lifelong learners. We encourage the students to develop independence and confidence, to be connected and to contribute to their world, and to be effective communicators. We will provide a safe and supportive environment where the staff and families can work together to support all children. The early influences on a child's learning contribute to the person they will become. Together we can help your child to learn, grow and develop a positive attitude to learning.



### **Parent Teacher Meetings**

It is essential that parents and teachers work together to ensure the development of positive learning outcomes for children, consistent communication is encouraged. Please speak to the teacher if you would like a more formal interview. The teacher will also notify you when an interview is required.

### **Parent Involvement/Classroom Roster**

Parents, care-givers and grandparents are encouraged to place their name on the roster to assist in the classroom. This provides you with the opportunity to participate in your child's education, observe their progress throughout the year and to enjoy your child's development. A duty roster will be placed on the noticeboard part way through Term 1. Please place your name on the roster.

### **Shoes/Spare Clothes**

Your child will need to wear appropriate footwear for safety reasons. Sneakers or sandals are considered to be suitable footwear. Please provide a spare set of clothes in your child's bag including socks and underwear. This is in case of accidents that may occur. Please ensure these are labelled.

# Curriculum - General Information

## Learning Areas

At Heathridge Primary School, we provide a broad, inclusive and balanced curriculum with a commitment to developing high level Literacy and Numeracy skills. All learning programs are based on the Western Australian Curriculum, the Australian Curriculum and the Early Years Learning Framework. All learning areas of English, Mathematics, Languages, The Arts, Health and Physical Education, Science, Humanities and Social Sciences and Technologies are taught. We use a variety of teaching and learning strategies designed to maximise student engagement and learning. A focus on teaching higher order thinking skills and the use of cooperative learning are fundamental to what we do. Our goal is to develop the whole child.

## Behaviour Management

We strive to promote an atmosphere with a positive approach to behaviour management by encouraging and praising good behaviour and work. However, consequences will follow inappropriate behaviour. Parents will be advised if there are serious or repeated breaches of the school Code of Conduct.

## Student Performance Data - NAPLAN

National Assessment Program – Literacy and Numeracy (NAPLAN) Assessments were introduced in 2008 for all students in Australia in Years 3, 5, 7 and 9. The NAPLAN tests assess student knowledge and skill in Numeracy, Reading, Writing, spelling, punctuation and grammar. The results of the tests provide information for students, parents and school personnel about student achievement which can be used to inform teaching and learning programs. NAPLAN tests provide point-in-time information regarding student progress across Australia in Literacy and Numeracy and are intended to complement teacher judgement and the wide range of formal and informal testing programs that are already used in schools. As with all single assessments, NAPLAN test results are not intended to be used in isolation. The data is shared at a school board meeting each year and is published publically in our Annual Report which is located at <https://www.det.wa.edu.au/schoolsonline>



## Student Leadership

A student leadership group consisting of school captains and faction captains is elected at the commencement of each year from within the Year 6 student group. Student leaders assist staff and students at formal and informal school events where they act as role models for their peers and as a link between students, parents and school personnel.

## Primary Extension and Challenge [PEAC]

Students in Year 1 to 3 are invited to participate in the Early Years Extension Program. Students in Year 4 are tested through a district based process to determine their eligibility to attend Primary Extension and Challenge [PEAC] centres in Year 5 and 6. Courses are conducted at various schools in the North Metro area. Places in PEAC courses provide opportunities for students to undertake courses which extend and challenge their thinking. These courses are restricted to invited students. Once enrolled, students have an obligation to complete the full requirements of the course. Parents are responsible for arranging transport to and from the PEAC venue. More PEAC information can be obtained at <http://www.northmetropeac.wa.edu.au>



## Factions

All children are assigned to a faction for sporting activities and retain that faction throughout their primary school years. Our factions are Challenger, Parmelia and Success. Faction shirts are available through Uniform Concepts, 5/7 Delage Street, Joondalup.

Challenger

Parmelia

Success

## Swimming Lessons

Interm swimming lessons are held annually for all fulltime students over a two-week period. The swimming lessons are available to students in PP to Year 6. Swimming lesson times change each year depending on availability.

## Edu-Dance

Edu-Dance is an annual dance workshop culminating in a concert for families. Students from Pre-Primary to Year 6 are taught high-impact, modern dance routines by a professional instructor over nine weeks before the performance.

## Before School Activities

Over the year, different teachers coordinate a variety of before school activities for students and parents to participate in. Details will be in the Term Planner and on the App.

## Students at Educational Risk [SAER]

Students at Educational Risk are students whose achievement level or rate of progress is below the expected standard for their year level. Parent/teacher interviews are conducted to inform parents of the processes and strategies being set in place. Curriculum Adjustment Plans [CAPs] are used to differentiate the curriculum to suit the individual child's needs. For students who need a modified curriculum, an Individual Education Plan [IEP] is created. For students whose behaviour differs noticeably from past performances and/or that of their peers, an Individual Behaviour Plan [IBP] is developed.



## Graduation

Each year we have a formal Graduation Ceremony for Year 6 students followed by other special activities to acknowledge their departure from primary school. At the end of the year, selected Year 6 students receive awards for the following: English, Mathematics, Science, Languages, Health and Physical Education, The Arts, Technologies, Humanities and Social Sciences, Citizenship, Endeavour and North Metropolitan Education Region commitment to Excellence Medallion.

## Library

Our library offers a modern and attractive location for students to borrow books, browse and complete research tasks. A Library Officer is present one day a week. Students are required to have a library bag to take books home. We are very fortunate at Heathridge Primary School to have such a well-equipped library.

## Excursions

Some educational excursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions which are part of the teaching program. In the event of financial difficulty, please contact the office to arrange a payment plan. Unfortunately, the bus component of the excursion cannot be refunded.

## weCARE breakfast

weCARE breakfast is held twice a term. Students and their families can enjoy a healthy breakfast in the Art/Science Room from 8.10am to 8.40am. Dates are on the Term Planner that goes home at the beginning of each term.



# Health and Well-Being

## Medication Policy

Some students require medication to be taken at school on a regular or irregular basis. If this is the case, documentation needs to be completed advising and authorising the administration of medication by our staff. Please inform the office and obtain the correct forms so that appropriate processes can be established for safe storage and administration of all medication. Please ensure medication is not beyond the expiry date. Please refer to the Department of Education's *Guidelines—Administration of Medication* should you have any queries.

## **School Health Nurse**

The school is visited by a district nurse who carries out health appraisals in Kindergarten and where necessary in other years by referral. The nurse is available for parent discussion by appointment.

## **Dental Therapy Unit**

A dental therapy unit is located at the school. Treatment is free, but no child can be given treatment until parents have signed a permission form. These forms will be sent home with your child. If appointments cannot be kept, it is important that parents contact the centre directly on 9401 3508 to cancel or make another time. During term breaks, parents should call the centre for information about which dental clinics will be open. If children require emergency dental care after hours or on the weekend, please telephone 1800 098 818.

## **School Allergies [Heathridge is a Nut Aware School]**

We have a number of students in the school who suffer from potentially life threatening nut allergies. These children could suffer an anaphylactic shock from just the smell of nuts. We therefore ask all parents to refrain from including nuts and products containing nuts in lunches and snacks. Whilst such things cannot be guaranteed to be completely eliminated from schools, your support in this matter could be the difference between safety and trauma.

## **Psychologist**

Children with learning difficulties or social problems may be referred to the School Psychologist. In all cases, parent permission is obtained first. Both parents and teachers can initiate referrals by contacting the Principal or Associate Principal.

## **Chaplain**

Our Chaplain's role is to promote activities to develop resilience, reflection, problem solving and communication through social interaction. The Chaplain works with children Pre-Primary through to Year 6, two days per week.



## **Heathridge School Creed**

We know we are cool,  
We are from Heathridge Primary School.

We arrive at school neatly dressed  
To listen, look and learn,  
And always do our very best.

Respecting our teachers and classmates too,  
And of course ourselves in all we do.

We have that special Heathridge pride  
That stays deep down inside.

As free as birds  
We will 'fly high and see far'.