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Since 1938, Dalkeith Primary School has delivered excellence in education, with a focus on high academic standards in a safe and nurturing environment. We want all children to flourish and achieve their potential.

As an Independent Public School, we are afforded increased flexibility and autonomy to shape our future.

We strive for every student to be a successful student, every teacher an effective teacher and Dalkeith Primary School to be an exemplary public school.

Our Motto

MENS SANA IN CORPORE SANO
‘Healthy Mind in a Healthy Body’

Our Mission Statement

Strive for excellence
Respect and value others
Inspire creativity and innovation
Empower global citizenship

Together we shape the future

Our Shared Beliefs

Kids learn best when:

Stimulating, meaningful experiences are provided
Technology and innovative are integrated in all learning
Reflection becomes a valued part of their learning
Inclusive and co-operative environments are provided
Visible Learning is embedded
Explicit feedback and encouragement is received
FROM THE PRINCIPAL

Dear Parents, Carers, Students and Community Members

Welcome to Dalkeith Primary School!

Our school prides itself on being a friendly, welcoming and stimulating environment that meets the needs of every child.

Dalkeith Primary School has Successful Students, Excellence in Teaching and Learning and Community Partnerships as the essential components of the School Strategy. Dalkeith Primary School has a reputation for academic excellence and our teachers are recognised as being highly accomplished practitioners. This is evident in the high levels of performance in NAPLAN (National Assessment Program in Literacy and Numeracy) and the number of students who are awarded scholarships and Academic Talent Placements for secondary schooling.

The Dalkeith parent community is very supportive of the school. There is an active P&C who provide strong financial support towards whole school initiatives and a dedicated School Board who assist and support the Principal in planning for the future.

Dalkeith Primary School offers a wide range of quality specialist programs including: Visual Art, Physical Education, Music, Science and Japanese. The choir and instrumental programs provide opportunities for students to take part in additional music programs and perform at public events.

I look forward to welcoming your children to our school. They will be immersed in the positive culture that comes from our staff, students and community working together; continuing this exemplary journey and upholding the motto of “Celebrating Success”.

Yours sincerely

SUZANNE PEKIN
Principal
suzanne.pekin@education.wa.edu.au
(08) 9386 3710
Welcome to the Dalkeith Primary School community. This parent information booklet has been produced to help parents understand the structure and operations of the school.

IMPORTANT INFORMATION

ADMINISTRATION
Principal: Suzanne Pekin
Deputy Principal: Tamara Doig
Deputy Principal: Nicole Hughes
Business Manager: Carissa Macaulay
School Officers: Zoey Baldin & Aileen Milford
Library Officer: Jane Zupp

LOCATION
The school is located on two campuses:

Kindergarten (Offsite)
167 Victoria Avenue
Dalkeith WA 6009
Tel: (08) 9386 6353
Fax: (08) 9386 6464

Pre-primary to Year 6
44 Circe Circle, Dalkeith WA 6009
Tel: (08) 9386 3710
Fax: (08) 9389 8147

Email: dalkeith.ps@education.wa.edu.au
Absentee SMS: 0417 948 524
Website: www.dalkeithps.wa.edu.au
Facebook: Dalkeith Primary School

HOURS OF INSTRUCTION
Primary School years 1-6 8:50am to 3:10pm
Pre-primary (5 full days) 8:50am to 3:05pm
Kindergarten 8:50am to 3:00pm

EARLY CLOSE EVERY TUESDAY FOR ALL YEAR GROUPS - 2:30pm

DAILY TIMETABLE (Years PP-6)
Classroom opens 8:40am
Start Instruction 8:50am
Morning recess 10:50am to 11:10am
Lunch 1:10pm to 1:50pm
School closes 3:10pm
School closes for PP 3:05pm
School closes for Kindy 3:00pm
EARLY CLOSE EVERY TUESDAY 2:30pm
ATTENDANCE
Attendance of students, in years PP-6, is compulsory. If your child is absent from school we request you send an SMS to 0417 948 524 (automated service) as early as possible and leave a message stating your child’s name, room number, and reason for absence.

All children arriving after 8:50am or leaving school during instruction hours must be signed in/out with the Administration Officer.

Many families take holidays outside of school breaks. We do not recommend this practice as it can have a detrimental effect on your child’s academic progress. Research suggests students require an attendance rate of 90% or above to maintain progress at the expected rate. If your child will be absent from school for extended periods please inform the Principal and class teacher in writing/email promptly.

PUNCTUALITY
Parents are asked to ensure that children:
- do not arrive at school before 8:20am as adequate supervision cannot be guaranteed;
- are at school prior to the siren at 8:50am for the start of instruction;
- are collected or leave the school grounds promptly after school unless special arrangements have been made by parents or teachers.

COMMUNICATIONS
Open, effective communication is a priority at Dalkeith Primary School. The school has an open-door policy and asks that parents bring any concerns directly to the attention of the class teacher or Principal. Equally, if the school feels it necessary, a telephone call or email to parents can often clear up misunderstandings or problems about school procedures. Parents are welcome to see class teachers informally, however if some time is needed to discuss a concern, an interview should be sought, as outlined in this section.

REPORTING SYSTEM
The school policy reflects the requirements of the Department of Education’s Curriculum Assessment and Reporting Policy. Parents are provided with formal reports at the end of each semester.

Additionally;
Parent Information evenings are conducted in week two, term 1.
Parent/teacher interviews are held in week ten, term 2.
Parents may request an interview at any time.
Homework diaries offer a regular means of communication between the parent and school.

ASSEMBLIES
The school runs two types of assemblies:

Virtues/ Social Skills assemblies: 8.50am Friday each fortnight.
A focus social skill/virtue is introduced for the fortnight and certificate issued for students who have displayed the focus virtue. These assemblies do not involve items of entertainment. It is not anticipated that parents will attend these.

Parent Assemblies: When rostered, are held at 8:50am on Fridays (PP-Yr6)
These are specifically programmed to give the school an opportunity to display to parents the activities in which the children have been involved. A roster for class assembly is communicated on the term planner. Each class will take the responsibility for running one of the assemblies each year. Honour certificates are presented at this assembly.
NEWSLETTER
The school newsletter is published on a fortnightly basis. It is issued on Wednesdays and distributed via the website at www.dalkeithps.wa.edu.au. The School Officer will email the website link as a reminder.

The newsletter is a means of informing the school community of happenings within the school, coming events as well as informing parents of current educational issues.

PARENT/TEACHER COMMUNICATION
The Principal and staff are always willing to discuss matters relating to the school or student learning. It is preferred that an appointment be made so that an uninterrupted time can be provided. Appointments may be made by telephoning the school office, emailing or by direct contact with the teacher.

Please avoid unplanned interviews with the teacher, particularly before school, as interruption at this point may disrupt the program.

In the second week of term 1, all classroom teachers conduct a parent information evening to outline their philosophies, routines and expectations. Class booklets are distributed and attendance at these meetings is highly recommended.

CLASS PARENT REPRESENTATIVES
Each class in the school has a class parent representative who carries out the following duties:

- Act as liaison and central contact for all parents in the class
- Assist class teacher in coordinating parent help within the classroom when the need arises
- Help organise class/parent social functions
- Liaise with the P&C in distributing information and fundraising
- Collate, early in the year, a list of parent skills and hobbies, to be used by class teacher if need arises and
- Act as initial contact in welcoming new families, ensuring they have all the information they need about the school

SCHOOL BOARD PARENT REPRESENTATIVES
Three parents and one P&C representative are elected to the School Board to carry out the following duties:

- setting the long term future for the school and maintaining oversight (not management) of the schools operations
- involvement in the governance of the school; taking part in setting objectives, priorities and general policy direction
- create interest in the school within and across the community
- liaise with parents and communities within the school.
TERM DATES
Please note term dates may differ from other public schools. As an IPS school, we have planned student free days throughout the school year to meet the needs of our community.

Term 1 Commences:
Monday 1 February to Friday 8 April 2016
Holidays: Saturday 9 April to Monday 25 April 2016

Term 2 Commences:
Tuesday 26 April to Friday 1 July 2016
Holidays: Saturday 2 July to Sunday 17 July 2016

Term 3 Commences:
Monday 18 July to Friday 23 September 2016
Holidays: Saturday 24 September to Tuesday 11 October 2016

Term 4 Commences:
Wednesday 12 October to Thursday 15 December 2016

STUDENT FREE DAYS 2016
Thursday 28 January
Friday 29 January
Friday 3 June
Friday 19 August
Monday 10 October
Tuesday 11 October
Friday 16 December

SPECIAL EVENTS 2016
Parent Information Evening 10 February at 6:00pm
Community ANZAC Service 8 April at 7:30am. School concludes 1:40pm
Parent/ Teacher interviews 29 June, School concludes for students at 11:40am
Reports issued Semester 1 - 24 June
                     Semester 2 – 12 December

PUBLIC HOLIDAYS
Labour Day 7 March Good Friday 25 March
ANZAC Day 25 April Easter Monday 28 March
WA Day 6 June Easter Tuesday 29 March
Queen’s Birthday 26 September

APPLICATIONS, ADMISSIONS and TRANSFERS
(refer to website www.dalkeithps.wa.edu.au)
Procedure:
1. Enquire as to whether a position is available.
2. Complete Application for Enrolment Form. The information on this form is used by the Principal to assess whether the admission should proceed. A decision may take up to 48 hours or in some cases longer.
3. Complete Enrolment Form. Once you have been notified of the acceptance of your application you are required to fill in an Enrolment Form. This form contains valuable information in helping to ensure the safety of your child.
4. Present a copy of the child’s FULL birth certificate, proof of your residential address and immunisation records (children born outside Australia will also need to provide passport/VISA details or Australian Citizenship Certificate).
Note:
- **Correct, up-to-date telephone numbers are important.** Please keep the school updated with information on where you can be contacted in an emergency and provide the name of another person if you are unavailable.
- Please inform the school of any Family Court Orders etc that are in place and provide copies of relevant documents.
- The school will respect your privacy by not releasing information contained on the admission card to people other than teaching staff and clerical staff.

To give permission for the following, please sign the forms in the school diary or as provided by the teacher (all are optional):
- the school to use photographs of your child
- School internet usage agreement
- to leave the school grounds
- water-based activity permission

Please advise the school in advance if you are leaving Dalkeith Primary School to facilitate the transfer. Student records are forwarded by us upon notification from the new school of your child’s enrolment. Students moving interstate will take their student records with them.

**STUDENT REQUIREMENTS, VOLUNTARY CONTRIBUTIONS AND CHARGES**

1. **Student Requirements – Personal Use Items**
   Booklists detailing the following year's requirements are issued in term 4 of the preceding school year. These orders are to be placed with the nominated supplier and are available for collection during January or alternatively you can purchase the specified items individually. Items such as pens, pencils, erasers, rulers etc are to be replaced by parents during the year as required.

2. **Contributions**
   While contributions are voluntary, the quality of our teaching and learning program is maximised when each family makes a contribution to supplement funding gained from other sources, including the State and Commonwealth Governments. The amount the School can request is set by regulations and is agreed after consultation with the School Board. Each year this amount is reviewed by the School Board and is communicated to parents two months prior to the start of the new school year.

3. **Charges**
   Charges cover costs for your child’s participation in incursions, excursions and extra curricular activities. Students will only incur costs when they are involved in a particular activity. Charges include costs associated with:
   - Specific learning activities available to all students, but conditional on payment being made. e.g. incursions, excursions, classroom cooking.
   - Specific learning activities available to selected students, but conditional on payment being made. e.g. School of Instrumental Music, Interschool Sport.
   - Other activities available to groups of students, but conditional on payment being made e.g. Graduation Dinner.

**MONEY COLLECTION**
If money is to be sent to school for any purpose, **please place the correct amount in a sealed and taped envelope.** Mark the child’s name, room number and purpose of the money on the outside of the envelope and bring to the school office.

**INCURSIONS / EXCURSIONS**
Students attend a number of incursions and excursions throughout the year. Parent helpers are needed whenever we leave the school to make outings successful. We aim to have at least one each term.
OUT OF SCHOOL HOURS
We are proud of our school environment. The school community has spent considerable time, effort and money developing our school resources. You are therefore asked to encourage your child to treat all school property with respect and care.

If you see suspicious behaviour or damage that has been done to the school when it is unattended please ring:

**EDUCATION SECURITY** 9264 4771 (All hours)

**POLICE**
- Perth 131 444 (All hours) or 9422 7111
- Cottesloe 9286 7777 (Mon to Fri 8am-4pm)

SCHOOL UNIFORM (PP to Yr 6)
Dress Code is a policy of the Dalkeith Primary Board. Every student in PP-6 is expected to wear the school uniform. Parental support for the wearing of uniforms has always been very positive at Dalkeith Primary School.

It is expected that students will wear their school uniform when representing the school on excursions and at performances.

The P&C operates a uniform shop located at the school. The shop is open every Friday 8:15am to 9:00am. Pre-order forms are available from our website or administration. The shop sells new and second hand uniforms.

<table>
<thead>
<tr>
<th>SUMMER Terms 1 and 4</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Boys</strong></td>
<td><strong>Girls</strong></td>
</tr>
<tr>
<td>Garnet polo shirt with school emblem</td>
<td>School checked cotton dress</td>
</tr>
<tr>
<td>Grey shorts</td>
<td>Blue sandals (not thongs or platform) or</td>
</tr>
<tr>
<td>Black shoes and grey socks or blue sandals</td>
<td>White socks and black shoes</td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>School hat with emblem</td>
</tr>
<tr>
<td>School windcheater</td>
<td>School windcheater</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WINTER</strong> Terms 2 and 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boys</strong></td>
<td><strong>Girls</strong></td>
</tr>
<tr>
<td>Garnet polo shirt with school emblem</td>
<td>Tartan school pinafore or skirt</td>
</tr>
<tr>
<td>School windcheater</td>
<td>White short sleeve blouse</td>
</tr>
<tr>
<td>Grey shorts</td>
<td>School windcheater</td>
</tr>
<tr>
<td>Black shoes and grey socks</td>
<td>White school socks or navy tights</td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>Black shoes (not platform)</td>
</tr>
<tr>
<td>School windcheater</td>
<td>School hat with emblem</td>
</tr>
</tbody>
</table>

| SPORT:  
Yrs P-2 Wed & Fri, Yrs 4-6 Thurs & Fri | CHOIR/ORCHESTRA: Performance |
<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>Boys and Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>White polo shirt with emblem</td>
<td>Grey shorts, garnet polo shirt, grey socks, black shoes</td>
</tr>
<tr>
<td>House polo shirt (Friday only)</td>
<td></td>
</tr>
<tr>
<td>Garnet piped taslon shorts</td>
<td></td>
</tr>
<tr>
<td>Garnet tracksuit pants (term 2 and 3)</td>
<td></td>
</tr>
<tr>
<td>School windcheater</td>
<td></td>
</tr>
<tr>
<td>White school sports socks</td>
<td></td>
</tr>
<tr>
<td>Sneakers</td>
<td></td>
</tr>
<tr>
<td>School hat with emblem</td>
<td></td>
</tr>
<tr>
<td><strong>Girls</strong></td>
<td><strong>Girls</strong></td>
</tr>
<tr>
<td>School tartan skirt, white blouse, white socks, black shoes</td>
<td>School tartan skirt, white blouse, white socks, black shoes</td>
</tr>
</tbody>
</table>
WHAT YOUR CHILD NEEDS TO BRING DAILY
- Crunch n Sip - fruit or vegetables.
- Recess snack.
- Lunch – Healthy choices. We are a Healthy Eating School. No lollies, chocolates or rollups.
- We are a Nut Aware School - No NUTS or NUT products. We seek parent support for Dalkeith Primary School to be a NUT FREE ZONE.
- School bag.
- Hat – bucket or broad brim.
- Water bottle.

HAT
Please ensure the school hat is worn all year round.
The school enforces the ‘No Hat, No Play’ policy.

LUNCH ARRANGEMENTS
Duty teachers supervise from 1:10 to 1:20 each day to ensure children eat lunch.
Students are dismissed from eating at 1:20 to play under the supervision of Duty Teachers until 1:50pm.

PERSONAL BELONGINGS
Toys at school are discouraged. Please label all clothing, hats and footwear, as these are easily lost. It is also a good idea to show your child where you have written their name so they can identify their own belongings. Jewellery should be left at home.

A change of clothing is requested for Kindergarten and Pre-primary in a plastic bag inside your child’s school bag. Please remember to wash hats regularly and change drinking water daily.

LOST PROPERTY
A lost property box is maintained. Loss can be kept to a minimum if all articles are clearly marked.
The school takes no responsibility for lost articles.

MANAGING STUDENT BEHAVIOUR

RATIONALE
At Dalkeith Primary School, we believe that all school members show respect and exercise consideration towards each other following the School’s Code of Conduct. Every student has the right to learn and feel safe and every teacher has the right to feel safe in a cooperative school environment.

PRINCIPLES
The following principles will guide schools in their management of all student behaviour:
- Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention
- The use of appropriate curriculum and learning programs will encourage engagement by students
- Student behaviour is best managed in ways that promote restorative practices and are educative in nature
- All decisions relating to the management of student behaviour and the implementation of policy are made according to the principles of procedural fairness
- Teacher’s behaviour management processes will acknowledge the duty to take reasonable care for the safety of staff and students
- Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community
- School staff will demonstrate accountability for evidence based decision making, reporting and referral to appropriate support, and record keeping.
**CODE OF CONDUCT**

Behave in a safe, sensible manner.
Respect the rights of others.
Treat others as you would like to be treated.
Respect all property and the school environment.
Follow staff directions without question.

**RIGHTS AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Students have the RIGHT to:</th>
<th>Students have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• learn in a purposeful and supportive environment</td>
<td>• ensure that their behaviour is not disruptive to the learning of others</td>
</tr>
<tr>
<td>• learn and play in a safe, friendly and well maintained environment</td>
<td>• ensure that the school environment is safe and well maintained</td>
</tr>
<tr>
<td>• be respected</td>
<td>• ensure that they are punctual, polite, prepared and display a positive manner</td>
</tr>
<tr>
<td>• be treated fairly</td>
<td>• behave in a way that protects the safety and wellbeing of themselves and others</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff have the RIGHT to:</th>
<th>Staff have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• be respected</td>
<td>• model respectful, courteous and honest behaviour</td>
</tr>
<tr>
<td>• teach in a safe, well maintained environment</td>
<td>• ensure that the school environment is safe and well maintained</td>
</tr>
<tr>
<td>• teach in a non disruptive environment</td>
<td>• establish positive relationships with colleagues and students</td>
</tr>
<tr>
<td>• seek cooperation and support from parents</td>
<td>• establish and maintain clear classroom management routines</td>
</tr>
<tr>
<td>• be part of a team</td>
<td>• ensure good organisation and planning</td>
</tr>
<tr>
<td></td>
<td>• establish and maintain ongoing, open communication with parents</td>
</tr>
<tr>
<td></td>
<td>• adhere to Department of Education and Dalkeith Primary School policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents have the RIGHT to:</th>
<th>Parents have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• be informed of policy and procedures and decisions affecting their child’s wellbeing</td>
<td>• ensure that their child is punctual to school</td>
</tr>
<tr>
<td>• be informed of their child’s progress</td>
<td>• ensure that the their child achieves an attendance rate of 90% or more</td>
</tr>
<tr>
<td>• access a quality education program for their child</td>
<td>• ensure their child is in good health</td>
</tr>
<tr>
<td>• be involved in decision making processes</td>
<td>• ensure that their child is provided with appropriate materials to make effective use of the learning environment</td>
</tr>
<tr>
<td></td>
<td>• support the school in providing a meaningful education for their child</td>
</tr>
<tr>
<td></td>
<td>• establish and maintain open communication with teachers and administrators</td>
</tr>
</tbody>
</table>

...celebrating students ...celebrating education ...celebrating community
CLASSROOM PLAN FOR INAPPROPRIATE BEHAVIOUR
Teachers will establish an inclusive, safe and stimulating learning environment in which rights and responsibilities, and behaviour expectations and consequences will be developed.

Classroom Agreements to include but not be restricted to mutual respect, attentive listening, no put downs, strive for your personal best and work in a safe and secure environment. The following is a guide to a consequential type classroom plan.

**Step 1**
Teachers will establish a positive classroom environment.

**Step 2**
The teacher and students negotiate a set of class agreements to ensure behaviour expectations and boundaries are fully understood and consistently applied.

**Step 3**
The teacher and students negotiate consequences for breaches of classroom agreements. Consequences are to follow a step-by-step format. Consequences will work on a one day cycle. Transgressions and consequences are tracked and recorded using SIS managing behaviour software. For repetitive breaches, administration and parents are to be informed.

**Step 4**
Forward a copy of the classroom plan to the Principal for endorsement. Display a copy of the classroom plan. Photocopy a classroom plan for the students' diaries.

<table>
<thead>
<tr>
<th>Classroom Behaviour Management Plan</th>
<th>Consequences</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>First transgression</td>
<td>Verbal warning</td>
<td></td>
<td>Class teacher</td>
</tr>
<tr>
<td>Second transgression</td>
<td>Name on board</td>
<td></td>
<td>Class teacher</td>
</tr>
<tr>
<td>Third transgression</td>
<td>Isolation in the classroom</td>
<td>Complete think sheet Record on SIS</td>
<td>Class teacher</td>
</tr>
<tr>
<td>Fourth Transgression</td>
<td>Recess and/or lunch detention with school administrator</td>
<td>Complete think sheet Record on SIS Inform parents</td>
<td>Class teacher Administrator</td>
</tr>
<tr>
<td><em>Fast Track</em> Red Card (serious breaches)</td>
<td>To be determined by administrator and may include: Detention Withdrawal In-school Suspension Suspension</td>
<td>Interview student Investigate transgression Complete think sheet Record on SIS Parent case conference Develop IBP (if required)</td>
<td>Class teacher Administrator Parents School Psychologist (if required)</td>
</tr>
</tbody>
</table>
HOMEWORK
Homework is academic work designed to consolidate and extend learning and practice the application of skills taught in the classroom. Homework provides experiences for students to develop attitudes and motivational skills essential for school success (e.g., independence, commitment, internal focus of control for learning, high frustration tolerance, perseverance, confidence, risk taking, self-acceptance, goal setting, time management, study and critical thinking skills).

1. Responsibilities of Students
   - complete at a high, realistic standard commensurate with ability
   - complete independently (of parents, friends)
   - submit on time
   - communicate with teacher and parents when help needed

2. Responsibilities of Parents
   - show interest, enthusiasm and support for student’s work
   - provide suitable study area for student
   - communicate high, realistic expectations for standard of work
   - communicate importance of effort
   - ensure that student knows ahead of time when homework should be started each night and how much time student should spend on homework
   - homework should be supervised
   - praise student’s efforts and communicate with teacher when significant problems occur

3. Responsibilities of Teachers
   - assigned realistic amounts of homework
   - inform students know how much time they should spend on homework
   - communicate with parents when problems arise
   - assigned homework reflecting and relating to current classroom instruction
   - return homework promptly with feedback
   - provide a variety of approaches to doing assigned homework
   - homework should maximise success

Parent/Teacher Meetings
Teachers will outline a number of routines and the teacher’s homework policy for that class. Teachers will outline the types of homework frequency, marking arrangements and the responsibilities of students, parents and teachers.

HOMEWORK DIARY
The HOMEWORK DIARY is an essential organisation and communication tool to assist your child to grow in a positive educational environment that includes the school and the home, the teachers and the parents.

The use of the diary will have the benefits of:
- preparing students in study planning
- enhancing communication between parents and teachers
- improving awareness of important notices and events
Guidelines for Parents in the Use of Homework Diary

1. Check the diary each day for entries made by the children and/or the teacher.
2. Ensure that your child carries out the home studies listed.
3. Sign the diary to indicate you have sighted it and noted any written communication it contained.
4. Encourage the child to be neat when making entries in the diary.

Issues

If, on a particular night, other commitments prevent the child doing the homework please write a brief statement to that effect in the diary and name an alternate time for the homework completion.

If the time spent on homework exceeds recommended homework time for your child’s year level, please contact the teacher so it can be established whether this is a difficulty with the work or a difficulty in the child's self organisation e.g. work meant to be completed in stages over several nights left to the last night.

If you prefer your child not to be given homework or to be given a reduced homework load, please notify the teacher in writing. When making your decision please take into account that excluding your child from homework will limit the school's ability to develop in your child, habits of reliability and consolidation of newly mastered skills.

LEARNING AND ENHANCEMENT PROGRAMS

The school aims to develop a curriculum program based on collaborative planning that will achieve the school’s vision for Information Communication Technology.

“To provide students with the appropriate skills and learning processes so that the learning technologies are used as an integral part of the learning environment/process.”

A key objective is that students will develop skills that will enable them to use learning technologies effectively across the curriculum learning areas.

To encourage responsible use of the facilities of the learning technology system students and parents are required to sign a School Internet Access Agreement in the front of the student diary, which sets out conditions for student use of these facilities.

MUSIC

Teacher: Miss Brooke Milianku
Pre-primary to year 6 students at Dalkeith Primary School participate in music instruction by a specialist teacher. The program is aimed at developing music appreciation and skills for active participation in music making.

The school endeavours to include music in significant occasions on the school calendar. Students have numerous opportunities to perform in the wider community and to hear other performers.

CHOIRS/ORCHESTRAS

Teacher: Miss Brooke Milianku
The school’s senior choir comprises of students years 4-6. In 2015, the junior choir will include students in years 2 and 3. Every opportunity is taken to involve the choirs at events in and away from the school.

Students involved in the Instrumental Music string program are invited to join the orchestra once they have demonstrated competency.
INSTRUMENTAL TUITION
The School of Instrumental Music provides instrumental tuition to selected students commencing in year 3. These places are offered to children who achieve high results in specific music aptitude tests conducted at the school. Violin, cello, double bass, brass and flute are currently offered.

LIBRARY- RESOURCE CENTRE
Library Officer: Mrs Jane Zupp
The library resource centre has undergone a major upgrade program. With the support of the P&C, the book collection has been significantly improved. An extensive range of fiction and non fiction material is available for children to borrow and use for research purposes. The new data operating system enables students to individually access the collection and important web links in relation to topics studied. The Lexile Reading Program for year 2 to 6 students, they are encouraged to borrow these recent, popular novels to enhance their personal reading and can undertake related quizzes and tasks online.

Pre-primary to year 1 students may borrow two books per week. Year 2 to year 6 students may borrow up to five books per week. Each child is required to have a library bag to protect books in transit. Books are to be returned or renewed after one week.

Kindergarten students will begin a library service in term 2. Your child will be able to borrow and exchange books weekly. You will be notified of ‘library day’ closer to the time.

It is important that library books are returned on time. Overdue notices will be issued and lost library books will be invoiced for their replacement cost as appropriate.

PHYSICAL EDUCATION & SPORT
Teacher: Mrs Libby Dyde
Sport activities and swimming lessons are a regular part of a child's balanced educational program; all students are expected to participate. The school does provide an option of choice in sporting activities with no distinction on gender. Medical certificates are required if a child is to be exempt from sport.

**Interm Swimming Lessons** of two weeks duration are provided by the Department of Education.

| Years 1-4 | Term 1 | Dalkeith Primary Pool |
| Years 5-6 | Term 1 | Cottesloe Beach |

Inter-school sport is conducted in term 2 and includes football, netball, minkey and soccer. When it is necessary to travel to another school, a permission note will be required for each participant. This will detail the date, purpose of the event, cost and mode of transport.

**Inter-school Carnivals (yrs 3 to 6)**

| Swimming | Term 1 | Challenge Stadium, Mt Claremont |
| Lightning | Term 2 | College Park, Claremont |
| Cross Country | Term 2 | Interschool: Nedlands Primary School |
| Athletics | Term 3 | State School Sports: McGillvary Oval, Mt Claremont |
| Triathlon | Term 4 | Swanbourne Primary School |

**Triathlon** Term 4 | Champion Lakes

**LANGUAGE**
Teacher: Ms Lois Barndon
In accordance with Department of Education’s policy, a second language is taught to all children from year 3 to 6. This school provides 60 minutes instruction in Japanese.
ART PROGRAM
Teacher: Mrs Janice Tesser
Art classes are taught by a specialist teacher in the school's art room. A wide range of creative activities compliment the curriculum. The results of this program can be seen on display in the library, indoor assembly area and administration foyer. In conjunction with the P&C a biannual Art Auction is held.

PRIMARY EXTENSION AND CHALLENGE PROGRAM (PEAC)
PEAC is an integral part of education for the academically talented in WA primary schools. It provides an opportunity for talented children in specific areas to come together with their peers. PEAC programs cater for primary school students in year one and from years 5-6 who display talents in subjects and particular topics.

Children attend PEAC classes at various centres once a week to undertake extension learning activities. Year 4 students are tested during term two each year and these results are used as one source of information about a child’s ability to perform at PEAC.

Year 1 children are selected from on-entry test results at the end of Pre-primary and/or beginning of year 1.

Parents whose children are nominated for PEAC courses receive notification of course outlines and a student nomination form on which they indicate their course choices in preferential order. These are returned to school and processed and forwarded to District PEAC organisers for final selection. Parents are then notified of their children’s course details.

Parents are asked to support by:
1. Providing transport to and from PEAC centres.
2. Providing the necessary equipment, eg files and paper.
3. Supporting their child who will need to check with the class teacher regarding completing class work done in their absence.

BLUEARTH
Bluearth is a unique movement approach to learning that improves health, behaviour, self esteem, confidence and academic achievement.

The Bluearth program was introduced at Dalkeith Primary School in 2008. We have four staff members who are accredited Bluearth coaches. These staff members implement Bluearth in their classrooms and provide professional learning to all DPS staff each year.

It is envisaged all students at Dalkeith will experience the Bluearth program at some point in their primary school years.

PUBLIC SPEAKING
Years 5 & 6 are encouraged to participate in school based and community competitions to promote self esteem, research and rehearsing skills.

CAMP
Year 6: Rottnest Island
Focus on Leadership and Team Building
PARENTS & CITIZEN'S ASSOCIATION
The P&C Association works in harmony with the Principal and teaching staff to ensure the school has the necessary resources to enable students to grow and develop.

New parent involvement in the P&C is welcomed and encouraged. You are invited to join the P&C at any of its meetings or social functions. It is an ideal opportunity for all parents to understand and assist with their child's development.

Meetings
Meetings are held twice a term. Notification of coming meetings is contained in both the school and P & C newsletter and on the website.

SCHOOL BOARD
The Dalkeith School Board operates under Department of Education’s regulations. The Board’s purpose is to ensure that the school's vision statement is implemented through the effective strategic curriculum, operational and financial planning.

Membership consists of the Principal and two staff members, three parents, a P&C Representative and up to three Community Representatives. Terms for each Board member are for the duration of three years, excluding the Principal. For further information the Terms of Reference is found on the school's website.

ALUMNI
Established in 2011, the Dalkeith Alumni has grown steadily and membership now numbers many hundred old girls, boys, staff and parents. The Alumni’s primary objective is the advancement of education for the benefit of the community as a whole. The following are goals intended to further the advancement of this objective:

- Preserve and enhance the reputation and traditions of the School among present and former students and staff and in the community;
- Encourage and assist former students and staff to renew and maintain their associations with the School;
- Encourage and facilitate contact and communication among former students and staff;
- Support and to encourage and facilitate support by former students and staff of current activities of the School and of present students and staff;
- Maintain records and archives of the School and its students and staff, and to encourage and facilitate the recording of the history of the School and its students and staff;
- Do anything incidental to any of the above objects.

HEALTH

ILLNESS AT SCHOOL
Parents are encouraged to keep their children home if they appear sick prior to school. Children can become very distressed if they are not well at school.

Should a child be sufficiently ill to be withdrawn from class, parents will be contacted and requested to collect their child from the school. All children leaving school will need to be signed in/out with the Administration Officer.
As infection spreads very quickly within a school, parents are asked to cooperate in this matter. If needed, details regarding the duration of the absence from school for infectious diseases can be obtained from the school office.

Parents are requested to cooperate in the control of head lice (nits) by regular examination and prompt treatment where necessary. Please inform the school if your child is found to have head lice. Staff can then watch for signs in other children and notify parents accordingly.

**MEDICATION**
The school is governed by the Department of Education’s policy on the administration of medication to students.

Parents are required to complete a "Student Medication at School Record/Request" form where medication is to be administered by teachers or is to be stored for use in an emergency.

If your child has medication for allergies, asthma or anaphylaxis, please make arrangements for the safe storage of this medication at school and accompanied by an action plan to administer it.
COMMUNICABLE DISEASES
Department of Education’s Regulations state that if a child suffers from any of the following communicable diseases, he/she must be excluded from school for the period stipulated against each disease. Where doubt exists, children can only be re-admitted to school upon advice from a medical practitioner.

MEASLES The child must be excluded from school and re-admitted on a medical certificate of recovery, or seven days from appearance of rash.

MUMPS The child must be excluded from school and re-admitted on a medical certificate of recovery, or fourteen days from onset of illness, if well.

CHICKEN POX The child must be excluded from school and re-admitted on a medical certificate that he/she is no longer likely to convey infection, or seven days from onset of illness, if well.

RINGWORM The child must be excluded from school and re-admitted on a medical certificate of recovery, or fourteen days from onset of illness, if well.

SORES & SCRATCHES These must be kept covered, or the child will be excluded from school until cured.

WHOOPING COUGH The child must be excluded from school and re-admitted on a medical certificate of recovery, or four weeks from onset of whoop.

HEPATITIS INFECTIOUS The child must be excluded from school and re-admitted on a medical certificate of recovery, or when symptoms have subsided.

SCABIES Exclude from school until cured. Assistance is available from Community Health Service.

PEDICULOSIS (Head Lice) Exclude from school until effective treatment has been instituted (most treatment is overnight).

SCHOOL STUDENT SERVICES
The North Metropolitan Education District provides specialist student support to schools in the areas of counselling and educational psychology to help improve the learning outcomes of the students, especially those experiencing learning difficulties.

The North Metropolitan Education District Office, based in Stirling, has a team of psychologists who service the schools within the district. DPS has a psychologist who maintains regular contact and provides most of the services required.

Student Services personnel assist schools in the areas of student learning, behaviour and counselling. They may become involved in tasks such as:

- individual student learning assessments;
- conducting student programs for transition, study techniques or social skills;
- conducting teacher development programs;
- parent counselling on education;
- assisting schools to develop whole-school strategies on learning or behaviour issues.

Students may be referred to the School Psychologist by staff, in consultation with parents. Contact should initially be made with class teachers or the Principal.

DENTAL CARE
The mobile dental therapy van will notify students by mail of their appointment date, time and location. Parents can contact the dental therapy unit on 0417 180 553 to seek information.

For emergency dental care contact Swanbourne Clinic on 9384 0855.
HOME CHANGES
Situations in the home have a great influence on children. Please notify the teacher of any changes to the normal routine (e.g. a parent away on business/possibility of moving house). Any issues of a personal nature will be kept strictly confidential but communicating with us will help assist us to help your child if necessary.

SAFETY

SUPERVISION
Every endeavour is made to ensure the safety of children in the playground at recess times. Teacher’s supervision is maintained with a duty roster.

To aid supervision and safety the following rules are applied:

- Children should not arrive before 8:20am as this is a busy time for staff preparing for the day and adequate supervision cannot be guaranteed.
- No child is permitted to leave the school grounds during instruction time, unless accompanied by an authorised adult.
- Parents who take children out of school during the day are requested to fill in the appropriate book in the administration area (see below).
- If children are playing at the end of the school day they must be closely supervised by parents or caregivers.

COLLECTING A CHILD FROM SCHOOL
When collecting your child early, you are required to go to the administration area to complete and sign the record book. This process will serve to prevent an unauthorised person collecting your child.

CROSSWALK
A crosswalk attendant is on duty in Waratah Avenue before and after school. Children coming to school from North of Waratah Avenue, whether walking or cycling, should use that designated crossing.

PARKING
Parking is very congested on Circe Circle. Parents are requested to exercise particular care when picking up or dropping children near the school. Parents are also requested to travel anti-clockwise around Circe Circle to reduce congestion and potential hazards.

Please refrain from:
- double parking to drop off and pick up
- parking in the emergency access driveway on the North side of the school
- parking in the bus zone on the South side
- parking in the ACROD bay
- parking on the verges of our neighbours

BICYCLES
It is not until a child is ten years old that they have sufficient awareness and peripheral vision to safely handle traffic situations independently. The school discourages younger children riding bicycles by applying a rule that:

- Student’s years PP-4 must be accompanied by an adult.
- Students Years 5 - 6 only may ride their bicycle to school independently.
- All children who ride to school must wear a helmet.
- Bicycles may not be ridden in the school yard before or after school and should be locked in the bike racks at the school. The same rule applies for scooters, skateboards and ripsticks.
SCHOOL AWARDS

HOUSE SYSTEM
Children will be placed in one of the three houses: Court (Green), Banksia (Blue), Jarrah (Red).

Children in the same family will be placed in the same House. Athletics and swimming carnivals are House based competitions.

Each House elects children as House Captain and from year 6 to serve as leaders for a semester. House Captains are announced during the first weeks of the new semester. Students who have been elected prefects for that semester are not eligible for House Captain during the same semester.

STUDENT COUNCILLOR SYSTEM
There are four School Councillors chosen from year 6 each semester. Children serving as councillors in first semester can nominate for re-election in second semester. Councillors are elected by their peers in years 3-6 and school staff. Children placed into these positions are expected to demonstrate responsibility and leadership qualities and assist the younger students in order to foster the aspect of caring across the whole school.

GRADUATION AWARDS
Students of outstanding abilities are selected from the graduating class to receive the following awards. A record of past winners can be viewed in the administration area.

Dux of the School
Citizenship Award
Dalkeith P&C Award for Initiative and Responsibility
Sportsmanship Award
Arts Award
Japanese Language Award
Freshwater Bay Rotary Science Award
North Metropolitan Education Regional Office Commitment to Excellence Award
CARNIVAL AWARDS
Individual awards are presented to champion and runner up athletes, swimmers and cross country runners (boys and girls) at the carnivals.

Swimming
• Yr 6 Champion Boy and Girl trophy and runner-up medallions
• Yrs 3-5 Boy and Girl Swimmer of the day certificates
• David Somes Memorial Perpetual Trophy – Swimmer of the Day (overall highest points)
• The Richard Court Champion House shield awarded to winning team captains

Athletics
• Yr 6 Boy and Girl trophy and runner-up medallions
• Yr 3-5 Boy and Girl Athletes of the Day certificates
• The Sir Charles Court Champion House shield awarded to winning team captains

Cross Country
• 1st place medallion for boys and girls year 3-6
• 2nd- 4th place ribbons awarded for boys and girls year 3-6

HONOUR CERTIFICATES
Honour certificates are presented at school assemblies to children in each class who have made commendable achievement in class during the previous fortnight.

VIRTUES CERTIFICATES
Virtues certificates are presented at the school ‘in house’ assemblies every second fortnight. Two students from each classroom who demonstrate the virtue most consistently are awarded.

The House with the most amount of virtue award winners at the end of each term is awarded a prize.

DALKEITH ROTARY CLUB VIRTUES AWARD
This book prize is supported by our sponsors, the Dalkeith Rotary Club. It is awarded each term to a student who has consistently demonstrated the virtues studied in all aspects of school life. Staff make nominations and the administration team make the final selection on the worthy recipient.
School Creed

This is our school, let peace dwell here. Let the rooms be full of contentment. Let love abide here, love of one another, Love of mankind, love of life itself And love of God. Let us remember that As many hands build a house, so many Hearts make a school.
School Song

Lyrics: Lisa Iannello
Music: Mumford & Sons
Arranged: Angela Wu

“At Dalkeith”

Since Armstrong came and set-tled on Swan
The history of Dalkeith – has carried on
Surrounded by the gumtrees
Lies our friendly primary school

Opening in 1938
A garden of white roses lines the gate
The echoing verandah sings with children every day

At DPS we work and play
And as a team we lead the way
With confidence, we are strong & proud

And we strive for our best
And we celebrate success
With a healthy body and healthy mind
At Dalkeith

In Arts and academics we do fine
In music, sport and languages we shine
In Jarrah Court and Banksia
We show courage and respect

With humour and compassion in our hearts
We rise to every challenge, bold and smart
Integrity and Kindness
Are the virtues of our school

At DPS we sing with pride
Together we stand side by side
We care and share and cooperate

And we strive for our best
And we celebrate success
With healthy body and healthy mind

At DPS we work and play
And as a team we lead the way
With confidence, we are strong & proud

And we strive for our best
And we celebrate success
With a healthy body and healthy mind
At Dalkeith