Richmond Primary School

Parent Information
2017

Main Office			9339 5055
Off site Early Childhood Centre	9339 3407	or	9339 8692
SMS Absences			0417 973 697
Canteen			9319 1758
Fax:			9339 4097

Website: www.richmondps.wa.edu.au

Email Richmond.PS@education.wa.edu.au

Welcome to Richmond Primary School

Welcome to 2017 at Richmond Primary School. A special welcome to all our new families - we hope that you enjoy your time here. This is a very active school, with a strong pastoral care program, excellent sporting record and high academic standards. We have very strong parental interest and support and encourage all parents to come to the P&C, which meets regularly. Meeting days and venues will be advised in advanced in the school newsletter.

The information contained in this booklet is designed to inform you about organisational matters and established practices at Richmond Primary School. Should you have a further query, we encourage you to make contact with the front office on 9339 5055.

Although teaching styles may vary from teacher to teacher, the documents and resources used will stem from the same educational sources. Teachers use the WA Curriculum Framework and the National Curriculum.

We have some multi-aged group classes, where two year groups are in one class. This is unavoidable as enrolment numbers are not capped by DoET. Multi-aged groupings support the view that learning is developmental and that students learn and develop at different rates and in different ways. More information on multi-aged groupings can be found under 'M' in this booklet.

We have an off-site early childhood centre with two classrooms located 200m from the northern end of the school on Osborne Road. This houses kindergarten and pre-primary classes. Other classrooms are on the main school site.

Lisa Dentith	**Charmaine Cook**	**Dave Carder**	**Elaine Van Den Elzen**
Principal	**Deputy**	**Deputy**	**M.C.S/ Registrar**
	Years K-2 & Student Services	*Years 3-6 & Curriculum*	

School Structure

In 2017 the anticipated school enrolment will be approximately 430 students in classes from Kindergarten to Year 6. All government schools are staffed on the following recommended class sizes:

K: 20 PP: 27 Yr 1-3: 24 Yr 4-7: 32

Sometimes, where enrolments in a year group exceed or are under the recommended class size, multi-aged groupings will need to be formed. At Richmond we endeavour to keep class sizes at or under recommended size when possible.

Session times

For students in years PP-6, a siren sounds at 8.45am, 11.05am and 1.05pm. All children should proceed directly to their classroom on hearing the siren. *PP break times may vary slightly.*

8.45 am	*School commences (years P-6)*
10.45 am - 11.05 am	*Morning recess*
1.05 pm - 1.50 pm	*Lunch*
1.50 pm – 3.00 pm	*School ends*

Kindergarten session times

Kangaroos (KA)

Monday 8.45 am – 3.00 pm
Tuesday 8.45 am – 3.00 pm
Wednesday 8.45 am – 3.00 pm (alternate) start week 1, then odd weeks

Koalas (KB)

Wednesday 8.45 am – 3.00 pm (alternate) start week 2, then even weeks
Thursday 8.45 am - 3.00 pm
Friday 8.45 am - 3.00 pm

Student Free Days 2017
School development days are provided to schools for the purposes of whole school planning, school review and professional development. There are five school development days. Students do not attend on these days.

Monday 30th and Tuesday 31st January plus Monday 24th April, Monday 17th July and Monday 9th October 2017.

Term Dates 2017

Term 1: Wednesday 1 February – Friday 7 April
Term 2: Monday 24 April – Friday 30th June
Term 3: Monday 17 July – Friday 22 September
Term 4: Monday 9 October – Thursday 14 December

Communication

School Office
The office is attended from 8.00am to 4.00pm each day. Outside these hours the school's telephone system is switched to a messaging machine. If you ring the school during these times please leave a message as these are checked each morning at 8.00am when the office opens.

Newsletter
The school newsletter is emailed to parents regularly, usually on a Friday. This is the major form of communication from the school to parents and contains important dates and information. To sign up for the distribution list, please email the school on Richmond.PS@education.wa.edu.au and indicate 'newsletter' in the subject line. All parents need to ensure they are on this list please.

Website www.richmondps.wa.edu.au.
The school website contains school information. It also contains canteen menus, uniform order forms, the school newsletter and other important documents.

Interviews

An interview may be requested by teachers or parents at any time. Please contact the teacher direct to make this arrangement. Parents are offered two formal interview times per year to discuss their child's progress. By the end of week 3 in term 1 all parents will have been given the opportunity to meet with the class teacher for a personal discussion; or attend a talk given in class by the teacher; and receive a guide of class policies and requirements.

Class Notes

Throughout the course of the year class teachers will send or email parents notes related to class activities. It is important that these are read and where necessary acknowledged. In this manner vital communication channels can be maintained throughout the year. Please ask your children on a regular basis whether there are any notes.

Rights and Responsibilities of Students

All students have rights as individuals, as members of the school population and as members of the broader community. However as members who have rights they also have responsibilities. The following rights and responsibilities are recognised and encouraged.

Be Courteous and Considerate

Right: We all have the right to be treated fairly and to have our opinions considered.

Responsibility: Be thoughtful, respectful and courteous to others.

Play fairly and safely; Follow staff instructions without argument; Use good manners; Be polite at all times; Be on time for all classes; Let others have their say.

Let Others Learn

Right: We all have the right to learn and teach without disruption.

Responsibility: Work without disturbing others.

Respect Other People

Right: We all have the right to feel safe and important in our school.

Responsibility: Hurting others verbally or physically is unacceptable.

Treat everyone as you would like to be treated; Use appropriate language (swearing gestures and teasing are inappropriate).

Respect the Property of Others

Right: We all have the right to have our property and our school's property respected by others.

Responsibility: Take care of personal and school property.

Ask before borrowing other people's property; Be careful with other people's property, replacing it once used; Respect your school (no litter, graffiti or vandalism); Label your own property.

Be Prepared

Rights: We all have the right to make the most of learning time.

Responsibility**:** Be prepared for lessons by having appropriate equipment.

Use Common Sense

Right: We all have the right to expect others to behave in a sensible way.

Responsibility: Think before you act.

Walk in all covered areas; Play games in your allocated area; Climb only on the equipment provided; Eat in assigned areas – verandahs/quad (recess & lunch); Walk bikes in and out of the school grounds; Only leave the school grounds when you have permission from a teacher; Kicking and hitting balls may only be done on the oval and multi purpose courts.

Arrival at school

Students should not be at school before 8.30am and should be collected promptly at 3.00pm.

The early arrival of students at school is a major concern to the staff. It is appreciated that some parents' jobs may require early starts to the day and that child care arrangements can often be a difficulty, however parents are reminded that dropping their children off at school out of school hours is potentially dangerous to the child/ren's welfare as there is no supervision. Parents have duty of care for their children before and after school. If early arrival or late pick up is unavoidable, please make contact with the Principal.

In kindergarten and preprimary, all parents should please deliver their child to the class teacher or the education assistant at commencement of the session and pick them up personally every day unless advice of a change has been given by parents.

Year PP and year 1 students should be dropped off quickly at the classroom as the learning program begins at 8.45am promptly. Parents should please drop their children and go so that the limited available space in the preprimary / year 1 area is not congested.

It is school policy that kindergarten and preprimary parents are required to advise the teacher of the names of persons authorised to collect their child other than themselves. Variations should be advised in writing in advance. Students will not be released to others without direct parental permission.

Attendance: SMS Absences to 0417 973 697

Under the Education Act, the only acceptable reasons for absence from school are illness or medical / dental appointments, which cannot be arranged outside school hours. The Principal does not have the authority to approve absences for family holidays, shopping excursions, caring for other sick family members, etc. and absences of this nature must be the responsibility of parents themselves.

In recent DOE attendance audits up to 15% of Richmond students were deemed to be 'at some risk' as their attendance rate was below 90%. This is almost entirely due to extended family holidays.

Although there is no legal requirement for kindergarten students to enrol in a school, there is an expectation that once enrolled, students will attend each session, and attendance records are kept. Pre-primary is now compulsory for all students.

It is a legal requirement that parents notify the school of a valid reason for any absence. We use an SMS system. *All absences should be sent via SMS to 0417973697*. Please give advance warning where possible. This is a courtesy to the teacher but also to ensure that if your child sets off from home, but does not arrive at school, and we have not heard from you, the alarm is raised. Phone numbers are listed on the front of this booklet.

Accurate attendance records are required to be kept for each student enrolled at the school. Attendance rolls are legal documents.

After school and weekend access

Students are permitted to use the school oval and playgrounds after school hours but duty of care rests with parents. The students however, must not play around the school verandahs and classrooms or quadrangle as they are being cleaned.

Groups wishing to use the facilities should make arrangements through the school office.

After School Care Program – Private company

After school care is offered on the school site from 3.00pm – 6.00pm daily. This is entirely coordinated by a private company, OSH Club. Information flyers are available from the school office or at www.oshclub.com.au
Ph 9261 3200. Parents should communicate directly with OSH Club regarding this service.

Anaphylaxis

An increasing number of students have severe (life-threatening) reactions to a number of triggers. These include nuts, eggs, dairy, bees etc. Could you please take this into consideration when you pack your child's lunch as young children can be tempted to swap their food. Some of our students can also have an allergic reaction (swollen tongue and throat and difficulty breathing) from simply touching a hand or a surface that has recently been contaminated by these products. While we cannot ban these foods, we do ask for everyone's

cooperation in ***not sending nut products*** to ensure the safety of some of our students.

The Arts

Our school has specialist visual art and music teachers. Each year 1-6 class has an art and music lesson every week.

Each student wears a school art shirt when attending art lessons. If however, in spite of all precautions, the paint does soak through into the clothing, the following instructions will usually remove the stain.

1. Soak in cold water - at least overnight.
2. Rub spot with yellow laundry soap.
3. Wash as normal in washing machine in a cold wash.

Never use hot water for paint stains as heat sets the dye.

We also offer five instrumental music classes for students in years 3, 4 and 6 in clarinet, flute, violin, cello and brass. These programs are offered to selected students based on musical aptitude testing conducted in term 3.

Assemblies

A school assembly for preprimary – year 6 is held every second Friday morning from 9.00am – 9.30am in the Undercover Area. The assemblies are conducted by the students, and on a regular basis a class will perform an item. All parents are welcome. Please consult the newsletter for details of when your child's class will be performing. Class parents run a cake stall to which you will be asked to contribute twice a year for each child.

Kindergarten students do not attend assembly. However, kindy parents are encouraged to attend even if their children are not involved as it is a good way of becoming familiar with the school.

Behaviour Management

We have a 'whole school' approach to discipline, promoting positive classroom and playground environments. The aim is to get children to accept full responsibility for their own behaviour. Gold Slips (positive) and Pink Slips (negative) are used. Carbon copies of slips are sent home with the child.

Gold slips go into a fortnightly raffle to win a canteen voucher. This is drawn at assembly.

Each pink slip is documented on a student's records and a sequence of consequences is followed. Four pink slips result in a detention in the administration. Parents receive a letter should their child reach this stage.

Individual teachers also award individual merit certificates, presented at assembly. Teachers may also use faction points and dojo points as well as class reward systems.

Bicycles, scooters & skateboards

Bicycles, scooters and skateboards must be wheeled into the racks provided on the courts and should be chained to the rack. If equipment causes a safety risk, students will be advised not to bring it to school. None of these modes of transport should be ridden within the school grounds.

Whilst every precaution is taken, no responsibility is assumed for damage/theft to bicycles, scooters or skateboards, while they are on the school grounds.

Canteen

Our school has a canteen that is run by the P & C Association on Wednesdays and Fridays and is located in the undercover area. Menus available from the front office.

Costs associated with schooling

Costs to Richmond parents can be broken into four categories:

- Voluntary Contributions (to the school and the P&C)
- Extra costs optional items (such as for excursions or options which students choose to attend)
- Personal use items (such as stationery)
- Other items (expenses related to activities such as graduation, class T-shirts, and school photos. They are optional costs and relate to non-educational activities).

Detailed information on Contributions and Charges is mailed to all parents in November.

In 2017 the school voluntary contribution is $60.00. This money goes towards providing curriculum resources. In addition, all parents are asked by the P&C for a P&C voluntary contribution. This amount is returned to the school

through the P&C Association. All payments can be made at the main school office. Please make all cheques payable to Richmond Primary School.

Communicable diseases and exclusion periods

Chicken Pox	Exclude for 6 days after the appearance of the rash.
Conjunctivitis	Exclude until discharge has stopped.
Diarrhoea	Exclude until no further diarrhoea and the child is well.
Hand, Foot and Mouth Disease (Coxsackie 'A' Virus)	No need to exclude.
Head Lice	See section on head lice for detailed information
Herpes (Cold Sores)	Exclude children who are ill or have painful lesions in the mouth or have a lot of sores. Re-admit when healed. Children remaining in the school who have only a few sores must be kept away from babies.
Impetigo (School Sores)	Exclude. Re-admit when treatment has started and cover sores.
Measles	Exclude for 5 days from the appearance of the rash. Make sure all other children in the school have been immunised for measles. Children who have not been immunised should have an injection immediately to prevent infection.
Meningitis (Bacterial Infection)	Exclude. Re-admit when clinically well.
Mumps	Exclude for 9 days or until well.
Rashes	Children with itchy skin rashes, who are scratching should be excluded until a medical certificate is received stating that the rash is non-infectious.
Ringworm (Body or Scalp)	Exclude. Re-admit when treatment has started. Sores must be covered until completely healed. (Cover scalp sores. These must not be played with).
Rubella	Do not exclude. Mothers should be informed of rubella at the school, and, if pregnant, should see their own doctor.
Scabies (The Itch)	Exclude. Re-admit when treatment has started. Family contacts must also be treated.
Severe Cold	Children with a severe cold, i.e. with fever and runny nose, are best excluded for their own welfare.
Sore Throats	Children / caregivers with sore throats and fever should be advised to see their doctor to exclude bacterial infection which can be treated with antibiotics.
Whooping Cough (Pertussis)	Exclude. Children may return 3 weeks after onset of symptoms or one week after the start of a course of Erythromycin anti-biotic.
Hepatitis A	Exclude. Re-admit when clinically well.
Hepatitis B	Do not exclude unless ill.
HIV Anti-Body Positive (AIDS)	These children are excluded only when there are other types of infection in the school and their own health is at risk.

Contact Details

It is very important that the school is kept advised of current addresses and phone numbers for all parents / caregivers / emergency contacts. In an emergency it is vital that we are able to contact someone immediately. It is advisable to provide as many emergency contacts as possible. Mobile numbers especially should be kept current. Please phone the main office to update your details as well as advising your child's teacher.

Curriculum

The Australian and WA Curriculum is mandated for all schools in WA. All students study in eight learning areas: English, Mathematics, History and Social Sciences, Science and Technology, Health and Physical Education, The Arts, Technology and Enterprise and Languages Other Than English (years 3-6).

The new WA Curriculum (PP- year 6) is currently being implemented in English, Mathematics, History and Science.

The National Curriculum and adapted WA Curriculum are a higher standard than the former WA Curriculum Framework. This is most evident with the introduction of literacy and numeracy lessons in pre-primary.

The kindergarten program is based on 'The Early Years Learning Framework for Australia'. This is available from the class teacher or online. The main learning outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The program will reflect children's educational needs and interests. Play is an essential aspect of learning for young children and planning for play is seen as the central component in developing a curriculum that integrates all areas of a child's development.

Play enhances the whole child, through assisting their development in the following areas:

- Physical
- Socio-emotional
- Language
- Cognition
- Creative

Parents are welcome to discuss or observe learning programs with the teacher on request.

Dental therapy

Children from this school are entitled to attend the Palmyra Dental Clinic for free treatment. This clinic is located in the Palmyra Primary School in McKimmie Road, Palmyra. Their contact phone number is 9339 4868. Dental enrolment forms are issued to new children in first term.

Equipment

Towards the end of each year a personal items list for classroom equipment is sent home for every child. Parents may purchase their child's requirements through the school. Most parents participate in this scheme, which guarantees a standard supply, lower prices and saves shopping time. Campion is the school preferred supplier as a percentage of their sale is returned to the school. Please label your child's equipment.

In kindergarten, the very nature of the pre-school program means that there is a very high rate of disposable materials used on a daily basis. While a significant budget is provided by the school for the operation of programmed activities, support by parents is always appreciated and vital to the success of the program.

Excursions

A school excursion is defined as *" any learning activity conducted outside a school site that is organised and supervised by teachers employed under s235 of the School Education Act 1998 and has gained the appropriate approval(s) is to be managed in accordance with Departmental policies and procedures".*

Class excursions are an integral part of the curriculum at our school. They are generally used to either introduce a topic of study, as a fact-finding exercise during a topic or at the completion of a topic.

In addition to these, students attend sporting carnivals, camps and cultural activities. In order for any student to participate in a school outing, permission must by given by the student's parents or guardians.

Factions

All students from PP – year 6 will be assigned a faction. Where siblings are already at the school they will be placed in the same faction and where they have no siblings at the school they will be assigned randomly by the computer. The factions are Windsor (red), Fraser (yellow) and Osborne (green), named after adjoining roads. On carnival days students should wear their faction T shirt (available from Willetton uniform shop).

Each faction has faction captains, who are elected from year 6. Faction captains are expected to take a leading role in organizing sports activities and to participate fully in all carnivals and competitions.

First day at school

Students starting kindergarten, preprimary or year 1 should go to their classroom with their parent, hang their bag up on the hooks provided and take their pencil case into class. Parents in kindergarten are encouraged to stay with their child to read or do a puzzle for the first 10 minutes in the first part of the year. All equipment and clothing should be labeled with your child's name.

Brand new children in any year should proceed directly to their classroom if they have already met the class. If not, they should come to the office with their parent.

In past years there has been a 'staggered start' for kindergarten students. In 2017, a full program will be offered from day one. Should parents feel their child is not ready for full attendance they should discuss this with the teacher who will accommodate individual needs.

Hats

The school has a "No Hat, No Play" policy and students are encouraged to wear hats all year round. School hats are compulsory. Year 1-6 wear blue school hats. Kindy and Pre-primary wear gold school hats. Hats are available from the office and from Willetton Uniforms for $10.00. There is only one model of hat available to purchase.

Hats should be clearly labelled with the child's name. Some parents find that putting a distinguishing mark on the outer brim enables their child to easily identify their own hat. Hats continually get mixed up so it is important to mark yours in some obvious way. Embroidering a design or using a sew-on patch is common and accepted.

Head lice

Head lice are a common problem in primary schools. It is very important that parents treat their children immediately if an outbreak occurs in their child's class. If just one child is not treated, the whole class tends to catch lice again and the cycle is difficult to break. If there is an outbreak in the class you will receive a note from the class teacher.

Head lice information sheet and treatment information is available from the school office or www.health.wa.gov.au/headlice

Homework

It is important that parents hear their children read every night and show interest in the day's activities. Many children don't readily come forward to show off work or to share school experiences with parents.

If possible, a specific regular time should be set for schoolwork every night. Good study habits can be formed which make for easy transition to assignment work later on.

Teachers do not believe in loading students with homework, but we do expect that reading from textbooks or library books be done each night. Tables and spelling should be learned and unfinished assignment work completed. Teachers will give homework from time to time although the regularity and volume will increase as students move progressively through year levels.
Each student is given a Mathletics and Reading Eggs account courtesy of the school P&C. Students are able to work independently to improve their literacy and numeracy skills.

Individual teachers vary their approach to homework depending on the time of the year, the year level being taught and on the curriculum being covered. Parents are advised to contact their child's teacher if they wish to obtain specific information regarding the expectations placed on their child with regard to homework.

Leaving the school grounds
Students are not permitted to leave the school grounds during hours of instruction unless they are accompanied by an adult or have permission from a parent.

All students must be signed out in the 'sign out' book at the front office by parents if they are required to leave during the school day. Students who are required to leave during the school day who are not in the company of their parents (e.g. to attend PEAC classes) must obtain a leave pass from the front office (parents need to sign for this) and should carry this with them at all times. One leave pass is sufficient to cover regular leave arrangements over a number of weeks.

Library
Students will have a library session each week. A bank of computers in the library allows access to the internet for research purposes or teaching in a group instruction situation.

Students with overdue books will be handed an overdue slip by the Library Officer. Assistance from parents in ensuring students recognises the need to return resources by the due date would be appreciated. Prompt return of materials will ensure no further action is required. Students are responsible for any resources borrowed from the centre.

Books should not be left lying around where they may be damaged by younger students, the weather, food or drink, hands must be clean, turn pages at the corner and use a bookmark. Should a book be damaged, please do not attempt repair. Return the book to the library resource centre promptly.

Please ensure all books have been returned if you leave the school so that details of your child / children may be removed from the database.

Book selection is based on DOE policy and is in accordance with local needs as determined through the school plan. Funds are provided from the school grant, the P&C Association and donations.

Lost property
Please label clearly all items of clothing. It has been found that lost property is best left where it is. Periodic collections will be made by lost property monitors. These items will be available for collection from the lost property box in the administration area. Unlabelled items are sent to a charity at the end of each term.

In kindergarten and pre-primary, lost property is kept in a basket, which is usually in the room. Feel free to sort through the contents if you need to.

Lunch
In years PP- year 6 students may bring a packed lunch, buy lunch at the school canteen or have lunch at home. All students eating their lunch at school are required to do so on the school's verandah / quad under teacher supervision. PP eats lunch on the Library verandah and outside their room.

Medical
It is important that this information is kept up to date at all times. Therefore you will be required to complete a new form at the start of each school year.

All parents are required to complete this medical form. If details change during the course of the year it is important that you update this information with the main office as soon as possible.

Multi-aged group classes
Every year multi-aged group classes are formed as enrolment numbers do not exactly match allocated class sizes. Multi-aged groupings are widely supported in the DOE and many schools deliberately form classes with a range of ages and abilities to create a diverse learning environment.

Children belong to a variety of groups in their lives and, within families, neighbourhoods, sports and clubs, younger and older children play together and learn from each other. In schools, multi-aged groupings provide the opportunity for students to benefit from a broad range of knowledge, skills and experience in the class.

As learning is developmental and students all learn at different rates, parents will often find that 'age' is often not the main determining factor in academic

and social development and that younger students in a class can often perform at the level of, or better than, older students.

Off-site centre

We have an off-site early childhood centre at the corner of Fraser St and Osborne Rd. Despite being off-site, the centre is very much part of the school and is managed by the school administration. Any concerns about the day to day teaching and management of students should be directed to the class teachers, but issues regarding wider policy, incidents or processes should be raised with the school administration on the main school site on 9339 5055. Mrs Kate Bockman is the teacher in charge at the off site centre.

Parking

The Town of East Fremantle has responded to parental concerns about congestion and safety around the school by creating a drive through area on both Windsor and Osborne Roads which operates during drop off and pick up times. Road signs clearly indicate where and when parents and visitors may park.

Richmond has very little parking as we have a small site with only two boundary roads. There are 30 staff bays for 40 staff and a small amount of visitors' / parents' parking. Please could parents try to use one of the three drive-throughs which the East Fremantle Council and DOE have created for parent use? With 281 families and staff and fewer than 60 parking bays, there will always be a dearth of parking and 95% of families live within 800m of the school. The ranger regularly patrols and parking tickets have been issued to staff and parents.

Parking has been an issue in the school for 40 years and tests everyone's patience!

Pastoral care

The Chaplain offers a non-religious pastoral care service to students. The services are entirely optional. Please phone the school if you would like the Chaplain to speak to your child about any issues that may be concerning them – such as family break-up or tension, the loss of a loved one or pet, sibling rivalry or peer pressure.

Mrs Charmaine Cook, Deputy Principal, coordinates the pastoral care program in the school. This includes coordinating health services, managing

counselling services (we have access to an educational psychologist on a regular basis), managing the school chaplain and liaising with parents of students with special needs. Should your child have health needs, please contact Charmaine.

Class teachers play a significant role in the pastoral care of their class. Parents are encouraged to contact the school should they have any concerns about their child's wellbeing.

P&C

The Richmond P&C has a strong tradition of parental involvement. Parents can provide essential support through involvement in a wide variety of activities. Each year the committees, interest groups, class helpers, coaches, fundraisers, canteen assistants and a host of other enthusiastic parents work to better the lot of everyone at Richmond.

Like any voluntary organisation, the P&C is as effective and therefore as enjoyable as its membership effort, that is, the parents. The P&C meets regularly and tries to attract a range of parents. The Annual General Meeting is held in February and is where all executive members are elected and committee positions filled. The P&C representative for the School Council is also elected at the AGM. All K- year 6 parents are encouraged to be active participants in all aspects of school life. The P&C has a mail box in the front office where parents should post communication.

Each year the P&C, with your support, operates through a number of committees to assist in different areas around the school.

We look forward to your active involvement in all aspects of your child's education. We hope to see you at the AGM. Please contact your class rep if you need assistance. Parents in kindergarten, pre-primary and year 1 are especially encouraged to come along to the P&C since their children form a significant percentage of the school population and will be most affected by funding decisions.

Physical Education

All students in years 1-6 do two hours of physical education a week. Preprimaries do more physical activity. This usually takes the form of lessons run by the classroom or physical education teacher, though often students participate in sports clinics with guest presenters such as local football, cricket

and basketball clubs. Children in years 1 -6 also do two weeks of in-term swimming.

The children in Years 4 - 6 compete against schools of a similar size in the Fremantle Education District in swimming, winter sports, athletics and cross-country running. All dates for carnivals are published in the school newsletter.

Play areas

Students in yr 4-6 have lunch and recess access to the playground next to the oval. They also play freely on the oval and courts and around the school with play equipment such as ball, skipping ropes and hoops which are available in classrooms and in the sports shed on request.

Students in year 1- 3 have lunch and recess access to the junior playground next to the Pre Primary. Junior children also have access to the oval, quad and courts and to a range of play equipment as above.

Reports

Parents of students in years PP-6 receive a DOE System Summative Report at the end of each semester. In addition, in semester 2, years 3 and 5 will receive a NAPLAN report showing individual progress against national standardized bench marks for the year level in literacy and numeracy. Kindergarten children receive a portfolio each semester. Parent interviews are held following reports (early in term 1 and term 3)

School directory

The P&C Association compiles a Richmond Primary School Directory each year. This is an invaluable document as it contains contact information related to the families associated with our school. Inclusion in the booklet is voluntary though copies are made available free to all families. This very handy resource is given out at the end of first term.

Sickness

Please do not send sick children to school. In the event of your child becoming sick or having an accident at school, the class teacher or a member of the office staff will contact the parent / emergency number. It is therefore important that your number and the emergency number are current.

In the event of your child being ***seriously*** injured at school, it is the school policy that we will contact an ambulance with the ambulance cost to be borne by the parents / guardians.

Uniform

The Richmond uniform policy has been endorsed by School Council and is mandatory and strictly enforced for years PP-6. Uniforms may be purchased from Willetton Uniforms at Unit 2, Rear 185 High Road, Willetton (behind Civic Video) or by ordering online at www.willettonuniforms.com.au

Kindergarten children wear a Richmond kindy T shirt (available from Willeton Uniforms).

A great deal of second hand uniform is available free of charge from the school office for families in need or who wish to recycle – please call the school.

School hats are mandatory and are available from Willetton Uniforms and the front office. Year 1-6 hats are blue and kindy-preprimary hats are gold.

The school's colours are navy blue and gold and any additional items such as tights or hair ties should be in those colours (or white). Students may use their own school bag or can buy a Richmond Primary School bag. The wearing of jewellery is discouraged because of the danger of theft or damage, and the risk of injury. Long hair should be tied back (girls and boys).

Year sixes will usually receive their leavers' shirt at the start of the year so that they can wear it from the beginning of the year in which they enter year six.

Year 6 Student Council

The Student Council is coordinated by the administration. Year 5 children may nominate to fill the positions for the following year. Staff and year 4 & 5 students vote to elect the councillors. Teachers select the Head Boy and Head Girl from the elected Student Council.

Elections take place in the November proceeding the year the students are in Year 6. The Student Council members are announced at the end of year assembly. Students may not be both a councillor and a faction captain.

Volunteers

A great many parents are involved in a wide range of school activities. This is certainly appreciated and encouraged. Kindergarten parents will be offered the opportunity to participate in a parent roster to help in the classroom. Other year groups will provide opportunity for parents to accompany excursions, assist with cooking, hear children read etc. Please talk to your child's teacher about how you can be involved.

For child protection purposes it is a requirement of the DOE that any adult assisting within the school environment, either in direct contact with children or otherwise, is required to sign a confidential declaration form indicating they are a person of good character and without criminal record.

Your child's teacher will ask that you complete one of these before becoming involved with the activities of any centre.

Anyone working with children in any capacity at any venue who is not one of the parents must now complete a Working with Children Check and apply for an ID number. These are available from any post office.

Eligibility Criteria for Enrolment

As Richmond Primary School is a local intake school the following criteria, in order of priority, will be applied to children applying to enter kindergarten in 2017.

1. Children living in the intake area of the school and who will have a sibling enrolled at the school in 2017.

2. Children who live in the intake area of the school but will not have a sibling at the school in 2017.

3. Children who live outside the intake area of the school and who will have a sibling at the school in 2017.

4. Children who live outside the intake area of the school and who will not have a sibling at the school in 2017.

In-area kindy children will simply roll-over into pre-primary and then to year 1. Out of area children (category 3 and 4) will have to reapply to the school for pre-primary.

Children in category 3 and 4 are sometimes accepted into kindergarten, but usually do not get a place beyond that. This is due to the fact that kindergarten is not compulsory so sometimes there is less demand. In PP all children have to attend, so applications increase and places are reduced.

Out of area parents should take this into consideration when accepting a pre-compulsory (kindy) place. Parents of children in kindergarten who live outside the Richmond intake area should investigate their local school for PP, as all children are guaranteed a place at their local school.

The following defines the local-intake area of this school:

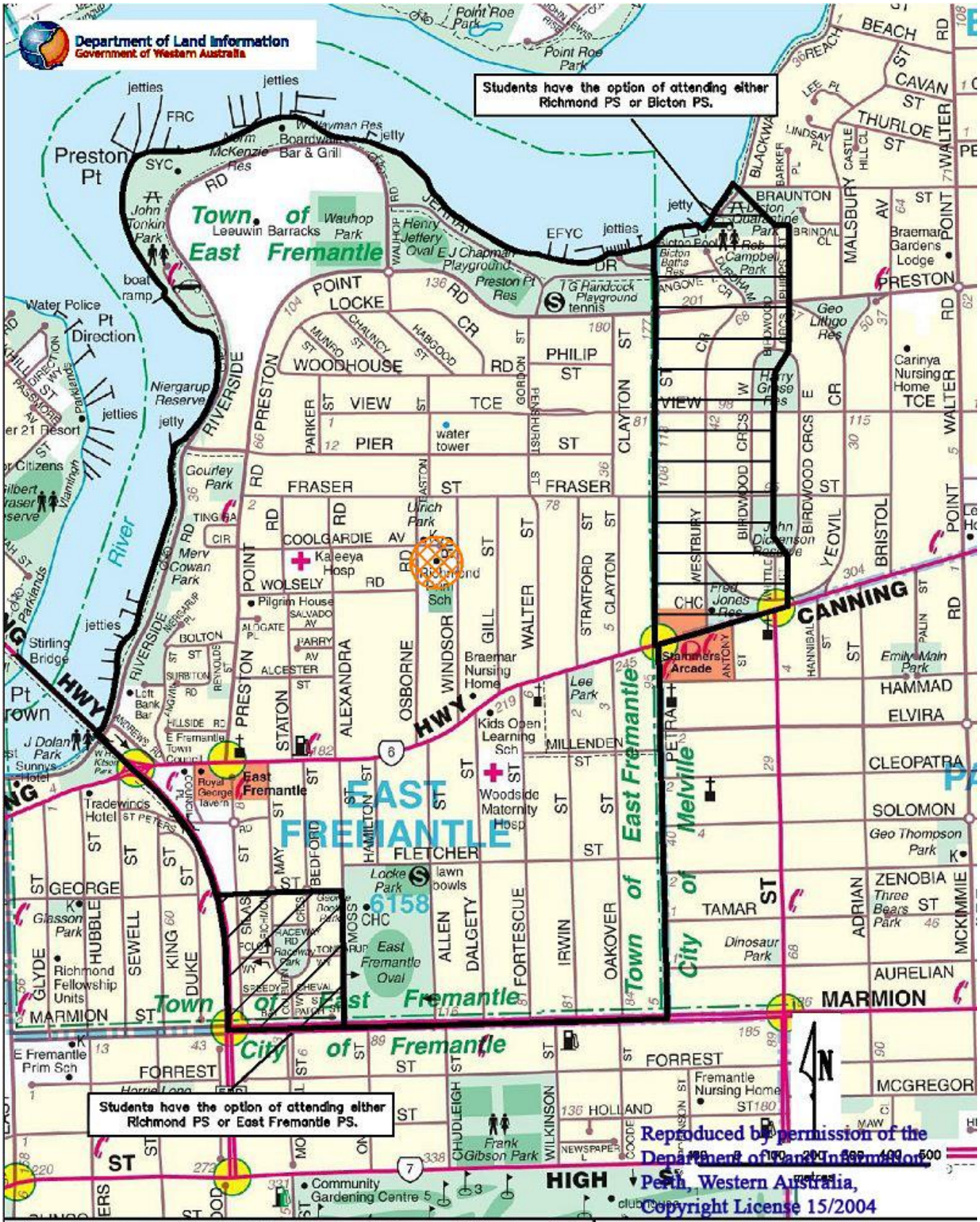
From the junction of Marmion Street and Petra Street, west along Marmion Street to Moss Street, north along Moss Street to George Street, west along George Street and its extension to Stirling Highway, north along Stirling Highway to the Swan River foreshore, north and east along the Swan River foreshore to the northern extension of Petra Street, south along this extension of Petra Street, and continuing south along Petra Street to Marmion Street. The boundary parts of Marmion Street (north side), Moss Street (east side), George Street (north side), Stirling Highway (east side) and Petra Street (west side) are included within the local-intake area of this school.

The following defines an optional area between Richmond Primary School and East Fremantle Primary School-

From the junction of Marmion Street and Moss Street, north along Moss Street to George Street, west along George Street and its extension to Stirling Highway, south along Stirling Highway to Marmion Street, and east along Marmion Street to Moss Street. The boundary parts of Moss Street (west side); George Street (south side), Stirling Highway (east side) and Marmion Street (north side) are included within this optional area.

The following defines an optional area between Richmond Primary School and Bicton Primary School-

From the intersection of Petra Street and Canning Highway, east north east along Canning Highway to Whittle Court, north along Whittle Court to Birdwood Circus West, north along Birdwood Circus West to Birdwood Circus, north along Birdwood Circus to Phipps Street, north along Phipps Street to the northern end of that street, north west from the northern end of Phipps Street to the Swan River foreshore, south west along the Swan River foreshore to the northern extension of Petra Street, south along this extension and south along Petra Street to Canning Highway. The boundary parts of Canning Highway (north side), Whittle Court (both sides), Birdwood Circus West (both sides), Birdwood Circus (both sides), Phipps Street (both sides) and Petra Street (east side) are included within this optional area.



This map is based on a written description of the local-intake area (LIA) for the school as published in the WA Government Gazette. Although the map closely represents the LIA description, for some houses near the boundary (especially on street corners), it may be necessary to refer to the written description. The street address of a residence is used to determine whether that dwelling is inside a particular LIA. The LIA description can be found in the School Profile System on the DET website. While local-intake areas for most schools do not change from year to year, changes are made to local-intake areas as required. Such changes are published in the "WA Government Gazette" (usually in a December issue) and subsequently this map will be updated.
The location of the above school is shown on the map by a crosshatched circle.

RICHMOND PRIMARY SCHOOL

SCHOOL CODE – 5394

Department of Education and Training
Government of Western Australia