

EAST MADDINGTON PRIMARY SCHOOL



2021

PARENT INFORMATION BOOKLET



'We work together to make a difference for every child, through respectful relationships and inspiring opportunities for success.'

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Maddington WA 6109

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EAST MADDINGTON PRIMARY SCHOOL

Administration Staff

Principal: Mrs Carolyn Lucarelli
Deputies: Mrs Patricia White
Mrs Mary Andersen
Registrar: Mrs Lyne Grindel
School Officers: Mrs Shilleen Jensen
Mrs Siobhan Panizza

Contact Telephone Numbers:

School Office 9217 8650
School Dental Facility 9459 6653

2021 School Terms for Students



TERM 1 Monday 1 February to Thursday 1 April

*TERM 2 Monday 19 April to Friday 2 July
Friday 4 June SCHOOL DEVELOPMENT DAY No Students

*TERM 3 Tuesday 20 July to Friday 24 September

*TERM 4 Tuesday 12 October to Thursday 16 December

***Dates subject to change**

School Times:

First Siren	8:27am
Start of Day	8:30am
Morning Recess	10:30am – 10:50am
Lunch Eating	12:50pm – 1:00pm
Lunch Play	1:00pm – 1:20pm
Dismissal	2:30pm

EAST MADDINGTON PRIMARY SCHOOL

Overview

East Maddington Primary School is located in the community of Maddington and is 20km south east of the Perth CBD. We cater for Kindergarten to Year 6 on a modern, large campus that also includes a Child and Parent Centre, Language Development Centre and a dental therapy unit. The student population at East Maddington Primary School includes students from 42 different language backgrounds other than English and a 15% population of Aboriginal and Torres Strait Islander students.

At East Maddington, we take pride in engaging the whole school community in celebrating our diverse culture. Our learning programs cater for all students needs including all aspects of the Australian curriculum as well as many specialised programs in Music, Physical Education, Information Technology, Languages other than English (Indonesian), Kitchen and Garden studies, English as an additional Language/Dialect and The Arts.

The School is supported by an active Parent and Citizens Association and School Council. School improvement and positive community engagement are fostered through regular meetings and parent participation.

'We work together to make a difference for every child, through respectful relationships and inspiring opportunities for success.'

Vision

To work together as a community to support the health, well-being, academic and social successes of our students.

Mission

To expand our students' minds through inspiration and engaged learning.

Logo

Our school logo is the Agonis Flexuosa (Willow Myrtle) which is indigenous to the Canning area. The word Agonis comes from the Greek word 'agon' meaning a gathering or collection. East Maddington Primary School is a 'place of gathering' providing a vital link between our families, our school and wider community.



EAST MADDINGTON PRIMARY SCHOOL

What we believe:

East Maddington Primary is a Be You which provide a mental health and wellbeing framework for primary schools. These programs are proven to make a positive difference to the lives of Australian children. They help schools work with parents and carers, health services and the wider community, to nurture happy, balanced kids. Our belief system includes:

- The best interests of the children are paramount.
- Respectful relationships are foundational.
- Diversity is respected and valued.
- Parents and carers are recognised as the most important people in children's lives.
- Parents and teachers support children best by working together.
- Students need to be active participants.
- Schools, health and community agencies work together with families

School Programs

Some of the programs provided at EMPS include:

- Specialist Indonesian, Music and Phys Ed
- Kitchen Garden
- Multi-Lit and Mini-Lit Reading Programs
- English as an Additional Language/Dialect
- Sporting Schools
- Guitar
- Be You and Kids Council
- Young Achievers' Klub
- Dance Sports
- Breakfast Club
- Playgroup
- PEAC
- Chaplaincy
- Swimming Lessons
- Learning Club
- Shining Stars Homework Club
- IMM



EAST MADDINGTON PRIMARY SCHOOL

Arrival

Parents are asked to see that children arrive at school **before 8:30 am**; however, we do not encourage children to arrive too early in the mornings as supervision is limited and therefore their safety cannot be guaranteed. Children who arrive between **8am - 8:15am** should go to either the kitchen for Breakfast Club or the undercover area for morning fitness. Children may not enter classrooms unless their own teacher is present and gives permission. Also, note children are **not** to play with sport equipment or use playground equipment before school including in the Pre-primary/Kindergarten area.

If your child arrives later than 8.30am, please collect a Late Note from the front office. This Late Note needs to be given to the Kindergarten teacher when delivering your child/ren to the classroom.

Absences

Please ensure that you contact the school either in writing, On Connect, Class Dojo, by telephone or in person as to the reason for your child's absence. Notes should be dated and will be retained at school. It is a legal requirement that parents provide an explanation for a child's non-attendance. Regular attendance is a major priority for the Department of Education and Training. An SMS will be sent to your mobile phone after the class roles have been taken if your child is absent. Please respond to this SMS and update the office of any changes of mobile numbers.

Entering and Leaving School Grounds

Parents or visitors to the school are required to enter through the Front Office, sign in/out on the iPad and wear an identity sticker whilst on school grounds. Parents collecting children early are requested to visit the school office to sign out on the iPad and collect a Leave Pass. This needs to be handed to the child's teacher when you pick your child/ren from the classroom. We ask that dogs are not brought onto the school grounds for the safety and comfort of our school community.



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School Uniform

Full school uniform is compulsory and is well supported. Available at Lowes in Maddington Centro or via their online store:

<https://www.lowes.com.au/schools-online/east-maddington-primary-school>

Uniform includes: plain navy, no logos or stripes etc other than school logos

- Navy blue polo shirt
- Navy blue shorts
- Navy blue skorts
- Navy blue track pants
- Navy blue sports zip jacket with gold stripe
- Navy blue zip jacket
- Faction T-shirt with school faction colour and logo (Friday)
- Sneakers, shoes and socks, no thongs
- Sun safe navy hat: bucket: preferred or full brim.

Optional

- Navy leggings (only under skorts in winter)
- Navy skivvies under polo shirts
- Navy blue skirt
- Navy hat with red stripe (optional for those with anaphylaxis)

Jewellery

For safety and security reasons, students are only permitted to wear:

- one set of small studs or sleepers/small hoops in ears
- a watch
- jewellery for religious reasons permitted on approval
- no facial piercings

Hair and make-up

- Long hair must be tied back (to prevent the spread of head lice).
- No hair dyes to be used. (Coloured hair spray only permitted on Faction Carnival Day.)
- Hair ties should be conservative, ribbon/bows to be navy only.
- No make-up or nail polish.
- No permanent or temporary tattoos.

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Communication with Parents

Newsletter

Newsletters can be accessed from the school web site.

www.eastmaddington.ps@education.wa.edu.au

A fortnightly newsletter is published on Wednesday. Spare copies are always available from the office. EMPS also uses Connect which parents sign up by email address.



Class Dojo

Some teachers use the 'Class Dojo' app to keep parents updated with classroom activities and student behaviour.

Staff/Parents/Administration

Parents are always welcome but for more formal discussions it is advisable to make an appointment to ensure that you have sufficient time in which to fully discuss concerns, issues etc. If you need to make an appointment with your child's teacher please ring the Front Office and leave a name, contact number and the name of the teacher you would like to see. These details will be passed to the teacher and they will ring you to set an appointment time. Please note that the Front Office *cannot make* the appointment – the teacher will call you.

Custody Arrangements- Legality of Access

A copy of any Family Court Orders must be supplied to the school so staff members are aware of family arrangements, restricted access etc. **Documentation is required otherwise both parents will have equal rights of access.**

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School Issues and Problems

Here are some handy hints to help resolve any school related problems.

1. Start with the teacher: Your first port of call should always be the teacher. If an arranged meeting with the classroom teacher doesn't solve the issue, contact the office and arrange a meeting with either the Principal/Deputies.
2. Think positively: A positive attitude helps everyone calmly discuss issues and find solutions.
3. Get all the facts: Sit down with your child and write down their version of the situation, then go through this with the teacher and listen to their point of view.
4. Try to see the problem from both sides: It's hard to hear a teacher say your child is having issues at school, but it helps to look at issues from both sides.
5. Be respectful: Children learn from example.
6. Decide on a solution together: Work with the teacher to come up with a documented plan of how to resolve the issue. Ask for your own copy.
7. Follow-up: Follow the agreed steps towards the solution.
8. Be realistic: By dealing with the situation calmly and focussing on the solution – not the problem – you'll be making the most of every learning experience for your child.

If you require further information, please contact a member of the administration team to arrange a time to meet with you. We also have a Complaints Management Policy information leaflet which is available from the Front Office.

Bullying Policy

At East Maddington Primary School we are committed to dealing with bullying behaviour effectively. It is very important that bullying issues are reported to a staff member.

Definition of Bullying

Bullying is a pattern of behaviour by one person towards another, which is designed to hurt, injure, upset or cause discomfort to that person.

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What the student can do?

a) When the situation occurs:

- Tell them to stop annoying you **or** firmly ignore their behaviour and walk away from them.
- Speak in a firm, not angry voice.
- Stand tall.
- Look in their eyes firmly (but not in a threatening way).
- Stay in control of yourself.

b) Immediately afterwards:

- Share your feelings with others. They can help you make a decision.
- Take your concerns to your class teacher, Deputy Principal, Principal or another adult at school you feel that you are able to talk to.
- **TELL AN ADULT.**

What can parents do?

With the child:

- Hear what the child has to say without judging them.
- Try to understand your child's point of view.
- Use a problem solving approach.
- Involve the child in deciding on realistic solutions.
- Encourage the student to report the incident **immediately** to a staff member.
- Contact the school if you feel your child is unable to manage the situation through the normal channels.



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Behaviour Management

Our school rules are made to keep everyone safe and happy in the classroom environment. Please encourage your child/children to follow these:

School Rules include:



1. DO YOUR BEST

- Try hard
- Cooperate in group work
- Let others learn
- Listen to and follow instructions



2. RESPECT PEOPLE AND PROPERTY

- Treat others with care and kindness
- Care for your property and others' property
- Be polite
- Keep the school environment clean



3. STAY SAFE

- Play safely and sensibly
- Walk on concrete
- Walk your bike/scooter on school grounds
- Stay within boundaries
- Use social media and internet with care



4. BE ORGANISED

- Be in the right place at the right time
- Have all equipment ready for lessons
- Keep belongings tidy



5. BE A TEAM PLAYER

- Wear navy school uniform only
- Wear a hat, 'YES hat, YES play'
- Show good sportsmanship
- Show pride in our school

Positive reinforcement is used in the form of stickers, reward days, verbal praise, special jobs, prizes, and Honour Certificates awarded at assemblies. If school rules are not followed the School Behaviour Management Policy is implemented, which may include loss of Good Standing.

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Library

A **library bag** must be provided for children to be allowed to borrow books. Library bags are available through students' Personal Requirements (Book) Lists or may be made from suitable material which will prevent books becoming soiled or wet. **Strong** plastic bags are quite acceptable and are readily available in most homes.

Each class has a timetabled period in the library and will be encouraged to borrow and read books regularly as part of the school focus on literacy. Parents are asked to assist children in the process of borrowing, reading and returning books on the due date. Books can be returned before or after school. Class library days will be announced by the class teachers. Payment is required to replace any lost or missing books (Library or Home Reading).

When children leave the school, due to re-location of address, parents must ensure that all books that are the property of the school (including library books) are returned.

Sun Protection

All children are to wear bucket or brimmed hats whilst outdoors at recess and lunch and for Physical Education. Children not wearing a hat are required to remain in the shade of buildings at recess and lunch time. Sunscreen is also provided for students.



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Administration of Medicine

For staff to assist with the administration of **any** medication during school hours, both a doctor and the parent must complete the necessary forms, which are available at the front office. This is Department of Education policy.

A number of children require regular administration of medication throughout the day. This is carried out by an administrator and the prescribed dosage and type of medication is signed off. The medication is kept locked away in the front office. Staff **DO NOT** administer over the counter medications such as paracetamol, and these are not provided to the children by staff members.

Important Note

You **must** inform the school if your child/ren have any particular medical conditions which may affect their daily health and wellbeing e.g. allergy to bee stings, asthma, diabetes etc. The school will develop a student health plan / risk management plan to assist your child if there is an emergency situation.

Children are not to carry any medication on them. Medications must be handed to administration at the beginning of the day.

(Ventolin/Asthma Inhaler may be stored in bags with school permission)

Accidents and Sickness

Where children are very sick or are involved in accidents at school, it is sometimes necessary to send them home or to a doctor. We would urge parents to keep the emergency contact on our records up to date so that sick and injured children may be assisted quickly. A third and possibly a fourth contact person, in addition to the parents/caregivers, should be listed. We should be able to contact you quickly in case of emergency.

N.B. If children are not well, please arrange for them to stay home. Facilities and staff to care for sick children are very limited. Cross infection of other students also needs to be avoided if possible. In cases where children are sent to the sick bay for an extended period, parents will be contacted. In instances of children suffering from serious allergies, parents should ensure that the condition is entered on the child's admission records and that the class teacher is aware of the condition.

To assist us in keeping records up to date, please let us know if you have changed your: **marital status, address, telephone number, email address, doctor, employment or emergency contact numbers.**

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Infectious Diseases

Medical Certificates are required before children who have suffered from certain diseases may be re-admitted to the school. In some cases a fixed period of absence is necessary. For further information contact the school office.

Chicken Pox- A child can be re-admitted to school after a minimum period of five days from the eruption first appearing. Some remaining scabs do not justify exclusion.

Hepatitis A- A child can be re-admitted to school when a medical certificate of recovery is received but not before one week after the onset of illness.

Impetigo (School sores)- A child can be re-admitted to school after treatment has commenced. Sores on exposed surfaces must be covered with a dressing.

Measles- A child can be re-admitted to school after four days from the onset of the rash. Unimmunised contacts are excluded from school until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.

Mumps- A child can be re-admitted to school after at least nine days from the onset of symptoms.

Head lice- Parents will be contacted if a child has head lice (*pediculus capitis*). He/she can be re-admitted to school after treatment. The Health Department of WA states that “the management of head lice infestation is primarily a parent responsibility ... the role of the nurse in pediculosis control is that of health promotion and education. In effect this means that nurses do not carry out head checks to identify or verify head lice infestations.” Head lice infestation does not transmit disease.

Ringworm- A child can be re-admitted to school the day after treatment has commenced.

Rubella (German Measles)- A child can be re-admitted to school four days after the onset of rash.

Scabies- A child can be re-admitted to school the day after treatment has commenced.

Whooping Cough (Pertussis)- A child can be re-admitted to school two weeks from the onset of the illness or five days after commencing antibiotic treatment.

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School Voluntary Contributions

In accordance with the Education Department policy our School Voluntary Contributions are \$60/child/year. This can be paid in cash, EFTPOS at the front office or via the Qkr app. This money goes towards the provision of educational resources for your child's education.

Money

Children bring money to school for many purposes - excursions, etc. It should not be left in school bags or desk trays. Children are to be responsible for any spending money brought to school. All money for excursions, swimming and fees should be placed in an envelope with child's name and area. A money collection box is located outside the Medical Room behind the front office for envelopes to be posted **BEFORE 9:30 each morning**. This is important for the counting and banking of money received. Money is banked daily. Please note that the Front Office does not carry change –please present the correct money. EFTPOS facilities is available in the front office.

The advertisement features the Qkr! logo and the Mastercard logo. The text reads: "For quicker, hassle-free school payments, try Qkr! today". Below this, it introduces the app: "Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you." It lists two benefits: "Pay for a variety of school items;" and "See your receipts on the app and get them sent by email if required." Two smartphones are shown displaying the app interface. The main heading is "Getting started is easy - try it yourself today". It outlines four steps: Step 1: Download Qkr! on your Android phone or iPhone. iPad users can download iPhone app. Step 2: Register. Select your Country of Residence as 'Australia' and follow the steps to register. Step 3: Find our school. Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name. Step 4: Register your children. When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them. A smartphone screen shows the app interface with a search bar at the top. A red arrow points to the search bar with the text "Search for our school name". Below the search bar, there are two sections: "PREVIOUS LOCATIONS" and "NEARBY LOCATIONS". The "PREVIOUS LOCATIONS" section shows "Our School" with a location pin and a distance of 0.2km. The "NEARBY LOCATIONS" section shows "Quicker Primary School" (0.2km), "Quicker School" (0.2km), and "Worldwide School" (0.2km). Red arrows point from the text "If you have made a purchase you can select our school from 'Previous Location'" to the "Our School" entry, and from "If you're within 10 kms of the school, you can select our school from 'Nearby Locations'" to the "Nearby Locations" section.

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Parking

Please note that the **parking area at the front of the school and the library is for staff and trade use only**. Parents are asked to set down and pick up children in Pitchford Avenue (there is a turn-around at the end of the cul-de-sac) or the carpark entering from Westfield Street. Failing this, Ironbark Street, beside the school oval, makes a safe stopping place. Double parking must not occur as it creates a very dangerous situation for all children. Council Rangers from the City of Gosnells enforce parking restrictions. Please be mindful of the neighbouring houses when parking at the school. **DO NOT** park on the west side of Pitchford Avenue, or do u turns when picking up or dropping your child (where there are signs).

Bicycle Safety

Police and safety experts consistently recommend that children **under 10** years do not ride bicycles on the road, so we discourage children under **Year 5** from riding bicycles to school unless accompanied by an adult. **Children are required by law to wear a cycle helmet.**

We have bicycle/scooter enclosure which ensures the safety of children's bicycles at school. Children who do not have bikes at school are to keep away from the bike racks. Only children with bikes are to go to the racks when arriving or leaving school. **Bikes should be placed in the racks and locked/chained up.** A spare key may be left with office staff. The bike compound will be locked between 8:30 am and 2:30 pm each day. **All students need to walk their bikes/scooters within the school grounds.**

Excursions

Excursions are important educational activities and students are expected to participate. To encourage pride in our school all students require correct school uniform to attend excursions. At the end of every year, all families are sent a letter outlining contributions and charges expected for the year ahead. This also includes costs allocated for excursions for the year ahead. Payments can be made towards these at any time.

Stationery

Please provide your child with all the items on the booklist. These need to be labelled with the child's name.



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Playgroup

A playgroup run by a coordinator, for children ages 0-4 years operates at school. It is open for all families and is a great way to relax with a cup of tea and meet other parents. A gold coin donation is required each session to help pay for morning tea.

Breakfast Club

The Breakfast Club is held every day at 7:45am to 8:15am in the Kitchen & Garden class. Everyone is welcome and it is FREE.

Learning Club

This is an after school homework class run by the Smith Family. It is open to all students and subject to availability of places.

Shining Stars Homework Club

This is an after school homework class run by Save the Children. It is open to all students and subject to availability of places. Focusing on EAL/D students.

Dental Therapy Unit

East Maddington Dental Therapy Centre - Phone No. 9459 6653

There is a Dental Therapy Centre attached to East Maddington Primary School which provides a free and continuous dental service for children from five year old Pre-primary until Year 11 in our local area. The clinic operates Tuesday, Wednesday and Thursday of the school term.

For emergencies during school hours, should the clinic be closed, phone Westfield Park Dental Centre on 9390 8434. For emergencies out of normal working hours, or on a public holiday, contact the Perth Dental Hospital or your local dentist.

Parents' and Citizens' Association (P&C)

This is a group of parents, teachers and other interested citizens who care about our children, our school and our community. Meetings are held twice a term to discuss school and community issues. The P&C provide additional resources to improve the quality of our children's education and welfare. All parents and interested citizens are invited to attend.

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Canteen

There is a canteen operating for five days per week at East Maddington Primary School. Parents are requested to order the student's lunch (not recess) before school. Ice creams cannot be ordered in Pre-Primary.

School Council

The School Council was inaugurated during 1992. It receives regular reports about school priorities throughout the year. The role of the School Council is to supervise the school goals, be informed about curriculum and direction, and to act as a governing body for all important school decisions. Members are elected by a representative process where parents and citizens must always outnumber school representatives. Meetings are held once or twice a term.



SCHOOL SUPPORT SERVICES

In School

Aboriginal and Islander Education Worker (AIEO)

The AIEO supports Aboriginal families within the school. If support is required, please contact the school to make an appointment. The AIEO is also available to support parents in meetings with school staff.

Chaplain

Our school has the services of a Chaplain who makes an important link between our school and the wider community. The Chaplain is available for parents and students to discuss any concerns.

EAL/D Program

A qualified teacher and Ethnic Education Assistant develop and organise lessons for students who speak another language other than English. Students from Pre Primary to Year 6 are eligible for assistance. Interpreter services are available for meetings or phone conversations with your child's teacher.

School Psychologist

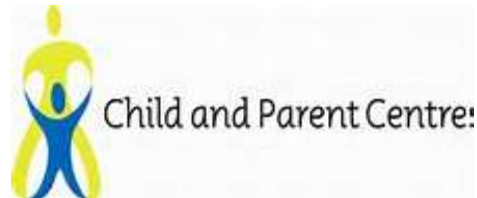
The school psychologist assists teachers with learning and behavioural concerns related to your child. If you wish to make an appointment to speak with the School Psychologist, please contact one of the Deputy Principals.

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Out of School

Child and Parent Centre – A resource centre for parents and guardians of our school and wider community is located on Westfield Street of school.

Phone: 9452 7882



Crisis Care - 24-hour emergency phone service for children, youth and families in crisis. Phone: 9223 1111.

Family Help Line - 24-hour confidential counselling and information for families. Phone: 9223 1100.



