

# Wagin District High School



## 2017 Parent Information Booklet



## Kindergarten – Year 2

## WAGIN DISTRICT HIGH SCHOOL

10 Ranford Street Wagin

Phone: 9861 1877 / Fax 9861 1835

Email: [wagin.dhs@education.wa.edu.au](mailto:wagin.dhs@education.wa.edu.au)

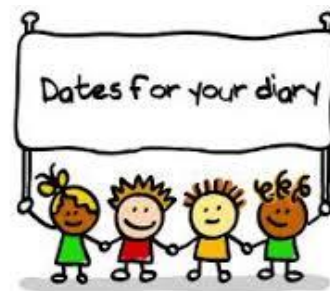
Website: [www.wagindhs.wa.edu.au](http://www.wagindhs.wa.edu.au)

Principal: Mrs Cassandra Harris-Moroney

Primary Deputy: Mrs Robyn Willey

Secondary Deputy: Mrs Jolene Abbott

Manager Corporate Services: Mrs Ann Ward



## TERM DATES

### SEMESTER ONE

Term 1                                      Wednesday 1st February                      Friday 7th April

Term 2                                      Wednesday 26th April                      Friday 30<sup>th</sup> June

### SEMESTER TWO

Term 3                                      Monday 17<sup>th</sup> July                                      Friday 22nd September

Term 4                                      Monday 9th October                                      Thursday 14<sup>th</sup> December

### **SCHOOL DEVELOPMENT DAYS 2017**

Our school development days for 2017 have been selected in consultation with teaching staff, comply with Department of Education gazetted dates and are approved by the School Council. The dates for 2017 are:

- Monday January 30<sup>th</sup>
- Tuesday January 31st
- Friday March 10<sup>th</sup> (Woolorama)
- Monday April 24<sup>th</sup>
- Monday August 21st

### **PUBLIC HOLIDAYS:**

Labour Day                      March 6<sup>th</sup>

ANZAC Day:                      April 25<sup>th</sup>

WA Day:                      June 5th

**On the following pages there is specific information regarding:**

**Kindergarten and Pre Primary-Year 2 followed by General Information that is relevant to all Early Childhood Education year levels.**

# KINDERGARTEN INFORMATION

## SESSION TIMES

Three days per week: Mondays, Wednesdays and Fridays:

Monday 8.50am – 2.30pm

Wednesday and Friday 8:50am – 3:20pm

(Please note, **every Monday** school concludes at 2.30 pm. This allows for teacher collaboration time.)

## BUS CHILDREN

If you require access to a bus service you need to apply online at <http://www.pta.wa.gov.au/>.

Kindy students will be met at the bus each morning and walked to their buses each afternoon.

## CLOTHING

Please dress your child in Kindy shirts or Wagin DHS uniform and shoes that they can manage themselves. Kindy shirts can be ordered through the P&C Uniform Shop. Wagin District High School uniforms are also available to purchase in smaller sizes from the Uniform Shop (details under **General Information**). No thongs please.

**Hats** are compulsory all year. The school has recommended wide brimmed hats however, legionnaire hats are acceptable. Sun visors and caps are not acceptable due to the fact that they leave either the top of the head, and/or the ears and the neck unprotected.

**PLEASE LABEL ALL CLOTHING**

## FRUIT



Children are expected to bring a piece of fruit each day. Fruit can be varied, such as sultanas, carrot, capsicum, celery, tomatoes, diced fruit, fruit in season, etc. Each child will eat their own fruit.

## LUNCH

Please pack a healthy lunchbox for your child. Sandwiches and snacks of nutritional value are highly recommended and necessary for your child's physical and academic development. Some suggestions of healthy snacks include fruit and veggie sticks, yoghurt as opposed to Yogo, crackers as opposed to biscuits with high sugar levels, and cheese portions.

Unfortunately we cannot heat or cool food for your children.



Water is imperative to health and well-being so please fill your child's drink bottle with **water only** – not cordial or juice.

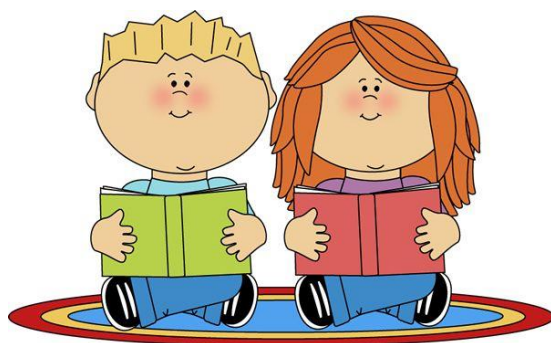
Please ensure that your child can open and close their food containers. If you send packet food, please show them how to open it.

Wagin DHS is an allergy aware environment. This means that no nuts or nut products such as Nutella or peanut butter are allowed at school due to some students and teachers having severe allergies. Please keep this in mind as you pack your child's lunch.

You also have the option to order you child's lunch from the canteen on the days they attend. If you would like to order lunch, clearly write their name and room number on an envelope along with what you would like and the price. Place the money inside the envelope and secure ends. Canteen price lists are issued at the beginning of the year and are always available from the front office.

## **RECESS**

The children will have recess with the rest of the school. At recess and lunch (12.30pm) students will play in an enclosed area with the Pre-Primary students. We feel it is valuable for these children to spend a little time interacting with older children. Staff members will be there for safety and supervision.



# PRE PRIMARY – YEAR 2 INFORMATION

## SCHOOL TIMES

**TIMES:** 8.50 am - 3.20 pm (Early Close Monday 2.30 pm)

Please ensure children arrive between 8.30am and 8.50 am.  
Children are not to be at school prior to 8.30 am.

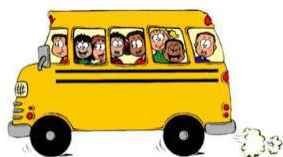
Recess: 10.50 - 11.10 am  
Lunch: 1.10 – 1.50 pm



## BIRTHDAYS

Each teacher has their own birthday routine. Parents are welcome to bring a cake in if they wish and the birthday person will always be made to feel special. Please be aware to keep it free of nut products.

## BUS CHILDREN



Students in years Pre-Primary onwards, who travel by bus to school, are not met at the bus so an older child on the bus may need to be organised to accompany them to and from the classroom until they are ready to do so on their own. There is always a staff member on bus duty at the start and end of the day.

## CANTEEN

If you would like your child to order lunch from the canteen, please write their lunch order on a sealed envelope clearly labelled with their name and room number and enclose the money required, and place in the basket in the classroom. Ensure the ends of the envelope are sealed. The lunch basket is then brought back to the classroom with the prepared lunches at lunchtime. Canteen price lists are issued at the beginning of the year and are always available from the front office.

## CLOTHING

**Please name ALL clothing.** Any lost item which has your child's name on it will have a very good chance of being returned to them. Some good ways of naming children's clothing include printed name tags or laundry markers. Items of clothing without a name on them have NO chance of being returned if lost.

Parents are requested to send their children in school uniform. The wearing of a uniform assists in the development of children's pride in their school and gives them a sense of belonging and inclusion. See Uniform Shop details under **General Information**.

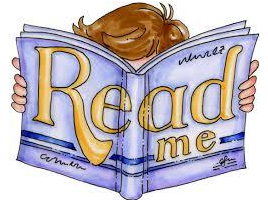
## CRUNCH & SIP

Each day students are encouraged to bring fruit or salad vegetables to school to eat in the classroom at a set time. Each child is required to take a bottle of water into the classroom to drink throughout the day to prevent dehydration.

Crunch&Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon, assisting with physical and mental performance and concentration in the classroom.

## LIBRARY

All students will be able to utilise the library. Your child will have a set library day. On that day they need to remember to return their library books. Students are also able to visit the Library during the lunch break on Mondays to Thursdays.



## LUNCH TIMES

There are two sirens for lunch time. The first siren at 1.10pm is to begin eating. The children are required to sit down until the second siren at 1.20pm which signals play time for those who have finished eating. Children can remain seated and continue eating their lunch after this siren.

## NEWS

The children may be rostered to bring an object to share. This experience provides valuable discussion for language and social development. Please help your child to select something that he/she can really talk about - preferably an item found outside/something your child has made.

We suggest children do not bring toys every time. If they can't think of anything to bring, some suggestions are: letters, postcards, books, nature items, photos. Children do not necessarily need to bring anything; they can simply share an experience.



## NO HAT, NO PLAY POLICY

All children must wear a legionnaire or a wide brimmed hat when outdoors during Terms 1 and 4. **A cap without a back flap is not acceptable.** It is important that children have their own hat as they are required to wear it during recess and lunch as well as Physical Education lessons. School hats can be ordered as part of the uniform ordering process. See Uniform Shop details under **General Information**.

Sunscreen - It is also a responsibility of parents to supply sunscreen when appropriate, such as warm days, sports days and other days when outdoor activities are being held.



## OUTDOOR PLAY

The outdoor environment is a valuable opportunity for children to experiment in making their own discoveries, developing physical, intellectual and social skills and participate in activities that are challenging and stimulating to their creative minds and imagination.

The Pre Primary children have an opportunity (weather permitting) to play with our specialised equipment in the outdoor area.

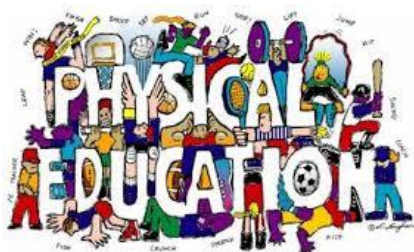
## PLAYGROUND/PLAY AREAS

The Early Childhood and Pre Primary students have set play areas. Pre Primary students are able to play in the fenced area outside of the Kindy and PP classrooms. Year 1 and 2 students are able to play in the area on the Tavistock Street side of the cluster, the undercover area, the quadrangle and oval play areas. The children know the areas well and are supervised carefully.

During the year Pre Primary students will have opportunities to play in the other school play areas. We feel it is valuable for these children to spend a little time interacting with older children. Staff members will be there for security and supervision.

## SPORT

Pre Primary to Year 2 Cluster students participate in sporting activities as part of their Physical Education program. Please send them to school with appropriate clothing and footwear on the notified day (eg. sneakers/faction t-shirt).



## STUDENT LEAVE PASSES

A standard leave pass must be obtained if you wish to take your child out of school for any part of a day. These passes need to be obtained from the administration office **before** collecting your child from his/her classroom.

## **GENERAL INFORMATION K - 2**

### **ARRIVAL AND DEPARTURE**



Please do not bring children before 8.30 am as we are busy with preparation for the day. Students arriving at school before this time are required to sit, under supervision in the undercover area.

Please be prompt in picking up your child at the end of school each day (2:30pm on Mondays and 3:20pm on other days) - there is nothing more unsettling for children than being unsure about getting home. If someone other than you is picking up the child, please let the staff know by way of a quick note or phone call.

If your child is distressed as you leave in the morning, either come inside for a few minutes (if you feel this will settle your child), or tell your child in a friendly but firm manner, that you will be back to pick them up at home time – and then leave. Usually children will cry until you are out of sight and then get on with enjoying themselves. Please be assured we will ring you if it is necessary.

### **ASSEMBLIES**

Whole School Assemblies are held regularly throughout the year. The school newsletter or website will inform you as to when they are and which class is running it.



### **ATTENDANCE**

**The Attendance Code requirements are:**

- Students arrive at school on time
- Students attend school on a regular basis
- Students who are absent must provide a genuine and acceptable reason.

### **HEAD LICE**

Head lice are a constant occurrence in the school environment. Please check children's hair regularly and treat it as required before sending your child back to school. Long hair should always be tied back.





## **POSITIVE BEHAVIOUR SUPPORT**

PBS is a whole school strategy for helping all students achieve important social and learning goals. As part of the PBS program we have established clear behaviour expectations for all school community members in all areas of our school.

Wagin District High School behaviour expectations are:

- E - Engaged**
- M - Manners**
- U - Understanding**
- S - Strive**

We explicitly teach these behaviours and frequently acknowledge students who are displaying positive behaviour by putting their name on an EMUS card. All EMUS cards are collected and go into a draw for a reward at Whole School Assemblies. A major prize is also drawn at the end of the year.


Wagin District High School's behaviour expectations will build on our social, emotional and academic learning program, promote a positive school environment and give more time for teaching and learning. By detailing expected behaviours and teaching them to students in a positive way, we will provide a common language and understanding for everyone in our school to be successful.

We believe that by helping our students practise good behaviour, we will build a school community where all students can succeed and grow.



**Engaged Manners Understanding Strive**

## EMUS PBS Matrix.

	Engaged	Manners	Understanding	Strive
<b>Whole School:</b> <b>All the time</b>	<ul style="list-style-type: none"> <li>• Arrive on time ready to start</li> <li>• Remain in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Use common courtesies when greeting</li> <li>• Keep hands and feet to yourself</li> <li>• Use appropriate language</li> <li>• Keep to the left when walking in corridors and verandas</li> <li>• Walk through the school quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate positively</li> <li>• Accept each other's differences</li> <li>• Care for other people and the environment</li> </ul>	<ul style="list-style-type: none"> <li>• Wear the correct school uniform</li> <li>• Do your best</li> <li>• Attend everyday</li> </ul>
<b>Learning Areas</b>	<ul style="list-style-type: none"> <li>• Be organized and on time</li> <li>• Work collaboratively</li> <li>• Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Listen actively</li> <li>• Raise your hand to speak</li> <li>• Leave your classroom and work areas tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Start your work straight away</li> <li>• Follow instructions</li> <li>• Care for and respect resources</li> </ul>	<ul style="list-style-type: none"> <li>• Complete homework</li> <li>• Stay on task</li> <li>• Aim to improve</li> </ul>
<b>Play Areas</b>	<ul style="list-style-type: none"> <li>• Be aware of others</li> <li>• Play safe</li> <li>• Play in appropriate areas</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Use appropriate language</li> <li>• Share and take turns</li> <li>• Be a good team member</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Wear your hat</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solve: Stop, Think, Act</li> <li>• Put rubbish in the bin</li> <li>• Respect the environment</li> </ul>
<b>Eating Areas</b>	<ul style="list-style-type: none"> <li>• Sit when eating</li> <li>• Place all rubbish in the bin</li> <li>• Hold all sport equipment still</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to the duty teacher</li> <li>• Eat with your mouth closed</li> <li>• Talk respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to sit with you</li> <li>• Wait for duty teacher to release you</li> <li>• Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated until released</li> <li>• Pick up any rubbish</li> </ul>
<b>Information and Communications Technology (ICT)</b>	<ul style="list-style-type: none"> <li>• Use IT equipment appropriately</li> <li>• Shut down and store IT equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drinks away from the IT equipment</li> <li>• Respect IT equipment and report breakages</li> <li>• Treat others respectfully while online</li> <li>• Screen down when asked</li> <li>• Wash hands before using</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Be patient</li> <li>• Access appropriate websites</li> <li>• Close laptops when walking</li> <li>• Games and music only when allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Increase your ICT skills</li> </ul>
<b>Before &amp; After School</b>	<ul style="list-style-type: none"> <li>• Listen to staff</li> <li>• Get organized for the day</li> <li>• Return all equipment to appropriate areas</li> <li>• Move safely when arriving and leaving school</li> </ul>	<ul style="list-style-type: none"> <li>• Say good morning or good afternoon to others</li> <li>• Wait to be released at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe on the school bus</li> <li>• Arrive and leave the school grounds safely</li> <li>• Be on time for breakfast club</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area before you go home</li> <li>• Be road aware</li> </ul>

## **SCHOOL COUNCIL**

The Wagin District High School Council is made up of representatives from the parents and community, members of the general community, and the school staff.

The council has responsibility to:

- Take part in establishing and reviewing the school's objectives, priorities and policy directions
- Financial planning to support the above
- Promote the school in the local community
- Assist in formulating codes of conduct
- Determine dress code for the students
- To approve charges and costs



Council members are responsible for liaising with the groups they represent to ensure that decisions made at Council Meetings reflect their views. An election for parent representatives is held each year. The election of the P&C representative to School Council is held at the P&C Annual General Meeting each school year.

## **SCHOOL UNIFORM SHOP**

The Uniform Shop is run by volunteers and is open each Friday between 8.30 and 10.30am. Please sign in at the front office. If you are unable to make it during those times, an order form and payment can be left at the front office, uniforms will then be passed onto students during school on Fridays.

## **VISITORS TO THE SCHOOL**

Please always sign in at the front office and wear a Visitor's Label when visiting the school. This is required as a Duty of Care towards our students.

## **WHAT TO LEAVE AT HOME**

Please encourage your children to leave their toys at home as they inevitably get lost or broken. There are lots of things to do and play with in their classroom, so it is best to leave special toys at home. We have a no war toys rule so please ensure children definitely leave toy guns, weapons etc., at home. Children will be encouraged not to make war toys during making/construction time.

Children should only bring in MINIMAL amounts of money to spend at the canteen. Money is the responsibility of the child.





## Wagin District High School Complaints Handling

### **Objectives**

To ensure that complaints lodged at Wagin District High School are resolved in a prompt and efficient manner.

To promote the highest standard of professionalism in dealing with our community.

### **Policy**

Staff at Wagin District High School are responsible for managing the resolution of disputes and complaints lodged with us.

We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or District Director can forward written complaints to the Director General of the Department of Education and Training.

### **Making a Complaint**

#### **Complaints can be made:**

verbally; by letter; by email; or by facsimile.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above.

Written complaints should be addressed:

#### **“PRIVATE AND CONFIDENTIAL”.**

The Principal  
Wagin District High School  
10 Ranford Street  
WAGIN WA 6315

#### **Minimum information when making a complaint:**

You should provide the following information when making a complaint:

- your name and contact details;
- copies of any relevant correspondence or documents relating directly to the complaint;
- the nature of the complaint; and
- what you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter.

## **Responsiveness:**

We will acknowledge written complaints within 5 school days. We seek to resolve local complaints within 14 days. If because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department, we will do this without delay.

In all cases you will be kept informed of the progress of your complaint.

## **Enquiring on a complaints progress:**

*You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgment letter for a written complaint, this person will be identified for you.*

## **Outcome of a complaint:**

We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

## **When you are unhappy with the outcome of a complaint:**

*If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do this contact:*

**Ms Alison Ramm  
Regional Executive Director  
PO Box 394  
NORTHAM WA 6401**

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the regional office, upon your request.

*Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.*

## **Definitions**

### **Complaint:**

*The expression of dissatisfaction with any aspect of government education and training. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint, however, staff employed by the Department of Education and Training cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.*

### **Locally Managed Complaint:**

*A verbal or written complaint made in relation to a school or staff member, and managed by the school.*

### **Centrally Managed Complaint:**

A complaint lodged in writing with the Director General of the Department of Education and Training, and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.



## **Complainant**

### ***A person or persons lodging a complaint.***

As outlined in the Australian Standard AS 4269-1995 our complaints handling policy demonstrates:

**Commitment** - We recognise your right to complain and to have your complaint dealt with seriously.

**Fairness** - We understand the need to be fair in our complaints handling processes.

**Resources** - We have adequate resources for effective handling of complaints.

**Visibility** - Our complaints handling processes are available from our school office or can be arranged by ringing 9861 1877

**Access** - We accept complaints lodged by phone, fax, in writing and via email.

**Assistance** - Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

**Responsiveness** - Complaints will be dealt with quickly and efficiently.

**Charges** - There will be no charge to the complainant for the raising of a complaint with us.

**Remedies** - Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

**Data Collection** - Data about complaints lodged with our school is collected and recorded.

**Systemic and Recurring Problems** - Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

**Accountability** - We report our complaints handling processes against our documented performance standards.

**Reviews** - We review our complaints handling process annually.