

# Wirrabirra School

Proud to be an Independent Public School



## INFORMATION FOR PARENTS 2018

71 Corfield Street, Gosnells WA 6110

**Primary School: K-6**

Phone: (08) 9398 7233

**Education Support Centre:**

Phone: (08) 9398 1936

Fax: (08) 9490 3380

Email: [wirrabirra.ps@education.wa.edu.au](mailto:wirrabirra.ps@education.wa.edu.au)

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

School App: search 'Wirrabirra'

Email: [wirrabirra.esc@education.wa.edu.au](mailto:wirrabirra.esc@education.wa.edu.au)

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

Facebook: Wirrabirra ESC

Wirrabirra Dental Clinic: 9398 1636



# MEDICAL ALERT

Like all schools, Wirrabirra responds to individual students' medical needs.

Some of our students have severe allergies of a life threatening nature.

## Wirrabirra is an ALLERGY FRIENDLY school

**What does this mean?** It means that we will respect the individual needs of students who have identified allergies (with care plans) to such products as nuts, kiwi fruit, milk or eggs to name a few. **In particular, food products that have nuts or are made from nuts should not come to school, ie peanut butter, Nutella or nut bars.**

Our canteen is allergy friendly to accommodate individual students with special needs.

We seek your support to keep our school allergy friendly by not including these products in your child's lunches and snacks.

Thank you for respecting others.

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## **Welcome to Wirrabirra School**

Wirrabirra School is a dual Independent Public School campus shared by the Primary School and an Education Support Centre in which the organisation and operations of the two schools are inclusive, where practical, to achieve the best outcomes for our students.

The learning programs provided at Wirrabirra reflects the principles, values and content of the Western Australian Curriculum within a Positive Behaviour Support framework. The design of the school gives the opportunity for flexible teaching methods which enhance the learning programs for our students.

We are proud that we have many interesting specialist programs which form a vital part in the life of the school. Wirrabirra has a well developed Music Specialist program that provides tuition to all Pre Primary to Year Six classes. This program includes an excellent choir and instrumental group. Eligible students also participate in guitar, flute, trumpet and trombone tuition provided by visiting specialists. Physical Education programs operate with a specialist teacher from Pre-Primary to Year Six. A Digital Technologies program is provided for all students Pre Primary to Year 6 to complement skills being taught in class learning programs. Support for students at educational need including extension is provided by expert teachers to small groups in literacy and numeracy. Coaching is provided for all teachers to support improvements in teaching and learning. Each class also participates in a Geography program built around library and literacy skills with a focus on Western Australian and Australian current affairs. The school has a well-developed ICT network with wireless coverage featuring interactive technology, online teaching and learning programs and a computer lab for whole class instruction. In addition to class computers, we have mobile laptops and iPad resources.

At Wirrabirra we welcome visitors to our school. Parents are encouraged to regularly visit the school and develop a close working partnership with teachers and the school staff.

As a result of this interaction, students at this school are able to enjoy many worthwhile educational experiences. We believe that this interaction supports a challenging and quality education for your child.

The purpose of this booklet is to briefly outline some aspects of the school. You can also access additional information on our web page (Primary) [www.wirrabirra.wa.edu.au](http://www.wirrabirra.wa.edu.au)

### **WIRRABIRRA EDUCATION SUPPORT CENTRE**

Wirrabirra Education Support Centre (ESC) is situated on site at Wirrabirra Primary School. It is a Government facility catering for primary age students from Kindergarten to Year 6 with disabilities. Children must meet criteria deemed by the Department of Education and have formal diagnosis by either a paediatrician and or psychologist in order to be eligible for enrolment into the Centre. The School Lead Psychologists examine the diagnosis documents and approve a student's application to enrol in ESC. Once eligibility to enrol has been approved by the Department, the child can then enrol into the school.

The students have access to a school bus service. Applications to use this service are accessed via the internet by logging onto [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au) If you require assistance with school bus enrolment, please make an appointment to see the school's Manager of Corporate Services. Parents must complete the relevant school bus forms online and acceptance onto the school bus is approved by the Public Transport Authority. Acceptance and travel on the school bus is an agreement between the

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parent/s and the Public Transport Authority. The school has no authority in regard to students travelling on the school bus.

The Education Support Centre staff regularly liaise with therapists to provide speech, OT and sensory programs for students, depending on their needs. The Centre also allocates three days a week to individual and/or group speech programs devised by their Speech Coordinator. Each student is then provided with an individual speech program. Communication is a priority area for the centre and staff work with each child to improve speech and language development outcomes.

As well as communication being a focus, Wirrabirra ESC focuses on developing students' social skills and life skills, eg cooking, gardening, bike riding and protective behaviours, in addition to core learning of literacy, numeracy, science and health.

Technology is used extensively throughout the Education Support Centre classes to enhance our students' learning. All students have access to an iPad which is set up with their own learning programs. iPads are used to develop children's communication skills. Other applications are used to assist in all learning areas.



Our senior students participate in a Community Access Program. The aim of this program is to participate in travel training using the public transport system, practice road safety and the use of appropriate public behaviours in the community in a structured way with the assistance of school staff.

The Centre is an integral part of Wirrabirra School and the two facilities share a common vision, joint P&C body and School Board. A high value is placed on inclusion at Wirrabirra. Both schools work collaboratively to ensure a balanced program is provided. The students are all valued as learners and individual education plans are tailored to meet the needs of each child. The staff are committed to a team approach to teaching and learning in an inclusive setting to ensure they are making best use of existing expertise and knowledge. Each student has an Individual Education Plan (IEP) devised for them. The IEP is devised in Term 1 and Term 3 and reported on in Term 2 and Term 4. Parents and therapists are also valued as a part of the team and are encouraged to meet with the teacher to discuss and contribute to the planning of their child's educational needs and his/her IEP.

For further information and photos of students participating in the programs we offer please view our website [www.wirrabirraesc.wa.edu.au](http://www.wirrabirraesc.wa.edu.au)

### **REPORTING ON CHILD'S PROGRESS**

Parents are encouraged to meet the teacher early in the year, attend the class information meeting at the commencement of the year and make periodical visits to the school to obtain up to date verbal reports on their children. Contact such as this helps inform parents and carers and enhances their ability to support their child's education and social development. We strongly value two-way communication, so please talk over any points of interest which you feel will assist your child to progress at school. Likewise, the classroom teacher may contact the parents from time to time throughout the year to discuss issues related to their learning program. **Each child must have a diary for two-way communication.**

Reports in the form of teacher interviews and summative reports with interviews will be available for all children mid-year and at the end of the year. Written reports can be issued at any time on request for special reasons. In addition, reports for children in Years 3 and 5 from the National Testing programs

will be sent home at the end of Term 3 and On Entry reports provided for Pre Primary to Year Two children.

A *Learning Journey* will also be held in third term to give all parents the opportunity to view their child's work in the classroom setting.

Term 1	Class meeting/Formal interview with teacher. On Entry reports for PP/ Yr1/Yr2
Term 2	Formal summative Report
Term 3	Learning Journey. Systemic report from National Assessment Program in Literacy and Numeracy (NAPLAN) for Years 3 and 5.
Term 4	Formal Summative Report

A parent information meeting is held during the first three weeks of the school year. This gives teachers the opportunity to discuss their classroom policies and aspects of the learning program. Whilst this is not an appropriate time to ask questions related to individual children, parents are able to obtain information about the learning programs, classroom policies and procedures and the teacher's expectations for the year. Appointments to meet with your child's teacher can be made through the teacher or main office and should be on a regular basis to support your child.

### **TEACHER - PARENT INTERVIEWS**

Regular contact between the class teacher and the parents is most important. If the issue is more than a routine matter parents are asked to make an appointment to see the teacher. This can be done through the class teacher or school office to ensure that a mutually agreed time is arranged. A three-way partnership between parents, students and teachers is very beneficial to students achieving positive outcomes.

If a serious concern or issue arises or is reported to you by your child, the following process may be helpful:

- Listen carefully to your child and note relevant details.
- Contact the class teacher and arrange a time to discuss the issue. (This gives the teacher time to investigate the issue and be prepared for your discussion.)
- **If the issue involves another child, please do not confront that child in person or through social media but take your concerns to the teacher or principal.**
- If you feel unable to discuss an issue with the class teacher, please contact one of the administration team.
- Serious concerns should be put in writing to the Principal for attention.

**It is important that we model for our children a negotiation process when a difference occurs and how to achieve an appropriate outcome.**

### **SCHOOL PARENT PARTNERSHIP**

Our aim at Wirrabirra is to develop a distinctive Independent Public School that the local school community feels reflects their values and aspirations for their children.

To achieve this we have high expectations of our students in terms of both their standard of learning and their behaviour. Our school staff model respectful behaviour to students and acknowledge this behaviour when students display expected behaviours. Wirrabirra staff acknowledges that a safe and orderly environment is necessary for their students to progress well.

For our students to be successful the mastery of basic literacy and numeracy skills is fundamentally important. In addition, to succeed in today's world our students need to be adaptable, resourceful and

quick to learn. They need to be technologically competent and adept at seeking out and using information to solve problems and be able to think things through for themselves. Students should show initiative and not wait for directions. We believe a well rounded education also builds character. This is why our teachers emphasise self discipline, hard work and doing one's personal best. If our students understand themselves, learn to manage their emotions and get along well with others they will be best placed to succeed in life.

Critical to student success is a positive partnership between children's families and Wirrabirra School. As part of this partnership, parents/carers can expect the school and its staff to work hard to achieve the aims and visions stated above. As parents/carers of children in our school, the following parental support will greatly enhance your child's chances of improved success in their learning and standing within the school community.

### **SUPPORT COMMITMENT EXPECTED OF PARENTS**

- Be available for contact at all times in case of emergency and provide a backup contact to act on your behalf.
- Keep contact phone numbers up to date.
- Build a strong attendance culture with your child / children.
- Ensure children are rested and well enough to attend school. If absent an explanation is required.
- Provide your child with
  - a uniform meeting dress requirements
  - a healthy recess and lunch
  - personal equipment to support learning programs
  - medical plans when required
- Provide and keep up to date all legally required enrolment data and relevant information to support your child in the school.
- Support your child's education in the school and learning programs financially by committing to:
  - voluntary contributions
  - other charges, eg swimming, excursions and incursions
- Value the school, educational programs and life long learning.
- Respect the schools' Expectations for Success, Code of Conduct, Student Manifesto and Parent School Partnership Agreement.
- Demonstrate respect to the roles school staff have, to them as people and to all students.
- Use procedural fairness by listening to your child and the school if a dispute arises.
- Support home reading/homework.

These expectations have been formalised in a Parent-School Partnership Agreement following a parent working party and School Board endorsement. I commend this agreement to you and our commitment to it. As parents/carers, I ask you to honour the spirit in which it is written.

### **PARENT - SCHOOL PARTNERSHIP AGREEMENT**

*This is an agreement between the staff of Wirrabirra School, students and their families. This agreement supports the Wirrabirra School Children's Manifesto.*

*We agree to work together so that students have the best start in life. Students' talents and abilities should be fully developed so that they achieve their best at school.*

*We want students to receive a quality education, to feel supported at school and at home and to be proud of their identity and culture.*

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***School staff members aim to:***

- *develop understandings of student histories, cultures, languages, traditions and ways of learning;*
- *respect, protect, value and care for students, creating a school that is free from discrimination and harassment;*
- *have high expectations and strive to meet students' abilities to learn and succeed;*
- *welcome parents/caregivers/families to the school encouraging involvement in their child's education;*
- *inform parents/caregivers of their children's attendance and progress at school;*
- *investigate any concerns that students and parents/caregivers/families raise with them;*

***Parents/caregivers/families aim to:***

- *make sure their children are well prepared for school by having enough sleep, being clean and hygienic, having a healthy breakfast and lunch, having equipment for school and having correct school uniform;*
- *encourage their children's interest in learning and let them know about the importance of education;*
- *make sure their children attend school on time or make contact if they are to be away;*
- *make sure their children do their homework, including home reading;*
- *have realistic expectations of their children's abilities to learn and succeed;*
- *support their children's learning (for example, by reading to them or asking about their school work);*
- *meet with school staff to discuss their children's progress at school;*
- *respond as soon as possible to communications from the school;*
- *praise their children's achievements and success;*
- *help school staff to understand local history, languages and cultures;*
- *be aware of the facilities and people that are available to help and support and feel welcome to use them and*
- *volunteer to help around the school where possible.*

*We agree to regularly reaffirm our commitment to this agreement and renegotiate it if our needs change.*

**COURT ORDERS**

If a family has a court order in place and you need the support of the school, a copy needs to be given to the office. Family Court Orders and Violence Restraining Orders should be discussed with the Principal and agreement reached on how the school can best support your children. **Without a copy of a court order we may be unable to support your requests.**

**SOCIAL MEDIA – FACEBOOK**

The use of social media is increasingly becoming part of how we communicate in our private lives. The Code of Conduct that applies to teachers prevents them from using social media to communicate with parents and students. To avoid any embarrassment, please do not request teachers to accept you as a friend on Facebook or other social media sites. Teachers are more than happy to meet with parents to discuss your children's progress with their learning or other matters relating to school.

**STUDENTS AND FACEBOOK**

Although there is an age restriction on accessing and setting up accounts with Facebook and other social media sites, many of our students still have accounts. We are seeking your support to monitor this, as children often have accounts parents are not aware of and social conflicts may arise from what

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has been put online. The school regularly covers cyber bullying with students as this is becoming a considerable problem for young people in society today.

Please talk with your children about their use of and responsibility as social media users. Elements of behaviour that stems from Facebook use are beyond our control, however when repercussions flow over into school, they are difficult to manage other than to deal with only what has occurred at school. It is not appropriate for parents to abuse or threaten students using social media. If the school is made aware of this, the victim's parents will be contacted and advised to refer the matter to the police. It is also unproductive to use social media to complain about aspects of the school operation. If problems occur, arrange a meeting at the school to discuss. I encourage you to work with us to help your children as the first generation to grow up with social media to do so successfully.

### **COMMUNITY PARTICIPATION IN SCHOOLING**

Wirrabirra is a school which encourages parent and community participation in as many forms as possible. We invite parents to offer and use their skills in the school. The range of skills that are possessed by parents have a most beneficial effect on the education program in the school eg parent help is appreciated daily. Please contact your child's teacher if you are able to assist. All volunteers to the school are required to call into the school office, sign the Visitors' Book on arrival and departure and collect an identification badge. **Volunteers are also required to complete a confidential declaration at their first contact with the school. Further to this, you may be required to obtain a Working With Children permit. This needs to be discussed with the school. Parents of students at Wirrabirra do not need a Working With Children clearance.**

### **PARENT INFORMATION CENTRE – COMMUNITY LIAISON**

A facility exists in our school in which parents can meet regularly for discussions, workshops or peer support and is about positive parents and parenting to support each other. It is open to the whole school community, parents, guardians and caregivers and can be accessed by calling at the front office.

The centre is also the office of our School Chaplain Mrs Ivatts, who is in our school Tuesday and Thursday and will liaise with the school to organise meetings or workshops at the request of parents. Watch the newsletter for meetings and upcoming events.



The role of the Parent Information Centre is continuing to develop to meet parents' needs. It is important for parents to discuss issues with the school and how best we can use this fantastic facility.

### **PARENT AND CHILD CENTRE**

The Child and Parent Centre – Gosnells operates to support you in making sure your children get the best start to life. They provide a range of easily accessible programs and services for you and your family, including early learning programs, maternal and child health services and child support activities. Conveniently located to Wirrabirra at Gosnells Primary School, the centre is open to all families in the community. Audrey, the Centre Coordinator is working with families, local schools and the community to ensure the programs, services and support needed most in the area are easy to access and use. Wirrabirra has a close working relationship with Audrey and her team and are happy to assist you in requesting services.

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## **SCHOOL CHAPLAIN**

The role of YouthCARE Chaplain is working in the school community to address the social, emotional, physical, mental and spiritual needs of students, staff and their families. YouthCARE Chaplains work within schools as caring adults as part of a professional student services team by:-

- Building relationships with students, staff and families.
- Offering pastoral care.
- Being a mentor.
- Providing additional practical help for teaching and administration staff.
- Offering input spiritual and “meaning of life” questions.
- Being a positive role model.
- Providing a link between schools, other groups and agencies.
- Facilitating ‘Rainbows’ program for students experiencing loss or grief.

## **SCHOOL BOARD**

Our Board is a joint board servicing both the Primary School and the Education Support Centre. The School Board comprises representation from our school parent community, the wider community and school staff groups. The purpose of the School Board is to assist with determining the school's purpose and direction and provide advice in setting priorities in our Business Plan. In addition, the Board approves budgets, contributions and charges and reviews student progress. Parent representatives are elected to the Board by parents of the school or invited as Community Members to the Board.

Your Board Representatives are;

Steve Richards / Julie Dawson	Principals	Duncan Carmichael	Parent
Audrey Turner	Community	Emi-Leigh Edwards	Parent
Naomi Stannett	Community	Karen Efferille	Parent
Ben Knight	Staff	Marnie Kehoe	Parent
Ann-Maree Melvin	Staff	Michael Kimbar	Parent
Sharon Millson	Staff	Sarah Skrgic	Parent
Terri Sommer	Staff	Jason Duval	Parent

## **SCHOOL P&C ASSOCIATION**

A School P&C Association exists of which all parents are members. An elected committee of parents co-ordinate the activities of the School P&C Association. Working parties discuss and make recommendations regarding relevant issues concerning education and the school. To be eligible to vote on the P&C, a \$1.00 contribution is required. The P&C provides valuable support in developing the school community and resources to improve our school. All parents are welcome to be involved in any aspect of our P&C. Parents are notified of meetings and activities through the newsletter.

## **TERM DATES 2018 (Students)**

<b>1st Term:</b>	<b>Wednesday</b>	<b>31 Jan</b>	-	<b>Friday 13Apr</b>
2nd Term:	Tuesday	1 May	-	Friday 29 June
<b>3rd Term:</b>	<b>Tuesday</b>	<b>17 July</b>	-	<b>Friday 21 Sep</b>
4th Term:	Tuesday	9 Oct	-	Thursday 13 Dec



**SCHOOL DEVELOPMENT DAYS 2018 (Staff)****1st Term: Monday 29 January, Tuesday 30 January****2nd Term: Monday 30 April****3<sup>rd</sup> Term: Monday 16 July****4th Term: Monday 8 October, Friday 14 December**

**All Classes are open at 8.25am when teachers and support staff greet children and assist them to set up for the day.**

**SIREN TIMES****Mon/Tues/Thurs/Fri****8.40am Siren – instructional program starts****10.50-11.10am Recess****1.10-1.50pm Lunch****2.55pm Siren – home****Wednesday – early close****2.30pm Siren – home****HOURS OF INSTRUCTION**

**Years P – 6:** School commences at 8.40am. Children are requested not to arrive at school prior to 8.25am for duty-of-care reasons. Should this be a necessity or emergency, those children arriving prior to 8.25am are required to go straight to the undercover assembly area and wait seated there until the duty teacher dismisses them at 8.25am into the care of their class teachers. This applies to all children including those with a parent accompanying them. Morning recess is 10.50am - 11.10am. Lunch is from 1.10 – 1.50pm.

**KINDERGARTEN:****Hours of Instruction: 8.50am – 2.50pm****Location: Wirrabirra Primary School, 71 Corfield Street, Gosnells**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>WEEK 1</b>	<b>GROUP A</b>	<b>GROUP A</b>	<b>GROUP A</b>	<b>GROUP B&amp;C</b>	<b>GROUP B&amp;C</b>
<b>WEEK 2</b>	<b>GROUP A</b>	<b>GROUP A</b>	<b>GROUP B&amp;C</b>	<b>GROUP B&amp;C</b>	<b>GROUP B&amp;C</b>

**PLAYGROUP**

Wirrabirra has a 0 – 4 years playgroup, established with the support of Playgroup WA. We are now operating independently with our own Wirrabirra parent coordinators, but still affiliated with Playgroup WA. The group meets each Tuesday morning, 9 – 10am. Attending playgroup at the school site allows both parents and children to become familiar with school prior to transition to formal schooling. It provides opportunities for the families to develop relationships within the school and for the school to get to know families who will be coming into the school. Research indicates that children who have friendships before school tend to transition more positively and to cope better with the academic, social, emotional and physical requirements of school life. It provides structured and free-play sessions for children, with opportunities for parents to network and seek support from others and the Child & Parent

Centre in Gosnells. Through Playgroup WA a whole series of benefits exist for parents, including insurance from a yearly contribution of \$30.00 or \$15.00 if you have a Health Care Card.

### **STUDENTS' PERSONAL REQUIREMENTS**

Wirrabirra School provides core teaching materials that support your child's learning program. Parents are to provide their children with personal items as set down in personal requirements lists. These need to be monitored and replaced as needed.

Each year the school arranges with a bookseller to provide personal requirements list items for those children whose parents submit an order. This is organised each year in Term 4 and is approved by the School Board. **The items can be purchased through the suggested supplier or a supplier of your own choice.**

### **STUDENT DIARY**

Please ensure your child has a diary/parent communication book for the following reasons:

- For students and teachers to have close communication and understanding by providing a vehicle for on-going comments and planning.
- To record behaviour tracking stickers weekly.
- For students to develop responsibility in planning, organisation and time management.
- For parents and teachers to develop a home/school link of regular communication.
- All parents/carers are requested to sign their child's diary on a weekly basis.



### **VOLUNTARY CONTRIBUTIONS**

In accordance with the Department of Education Contributions, Charges and Fees Policy September 2001, schools can request up to a maximum contribution of \$60.00 for years K-6. The School Board has set the contribution at \$60.00 per child. This can be paid when purchasing personal requirements through the supplier, or at the front office with cash or by EFTPOS.

Your voluntary contributions will be gratefully accepted and are used to build on existing and new programs and resources for your children.

### **CHARGES**

The term charges refers to the provision of extra cost optional activities which are part of an education program and which contributions do not cover eg swimming lessons, dancing lessons. All of the following charges are optional and if no payment is received, the student will not participate and an educational activity with a similar outcome will be provided to that student. The estimated costs provided are at an upper limit and will not exceed this amount. If a particular event does not transpire within the school year no charges for that event will apply. In November of each year the School Board discusses all charges and contributions before approval.

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## 2018 Charges & Voluntary Contributions Years K-6 - Wirrabirra School

VOLUNTARY CONTRIBUTIONS		CHARGES – Extra Cost Options									OTHER OPTIONAL COSTS / SERVICES		
		Estimated maximum cost											
		ITEM	K	P	1	2	3	4	5	6			
Funds used towards cost of materials, services and facilities used by students in the educational program	\$60.00											School Photos	\$50.00
		Interschool Sport			\$15.00	\$15.00	\$15.00	\$20.00	\$25.00	\$25.00		Instrumental Music Hire	\$120.00
		Choir						\$15.00	\$15.00	\$15.00	\$15.00	Personal requirements lists (max)	\$100.00
		EduDance Dance Lessons		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	P&C Membership. Payment gives parents voting rights at meetings	\$1.00
		Dancesport Program Years 5 & 6								\$30.00	\$30.00		
		Incursions/Excursions	\$20.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00		
		School Camp Yr 6									\$400.00		
		Swimming Lessons		\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	Graduation shirt Yr 6	\$40.00
		Celebration of Success Activities		\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	PEAC charges for Year 5 & 6 students, if selected, will be no more than \$300.00 for the year.	
		Graduation excursion Yr 6									\$35.00		
		Community Access - ESC						\$25.00	\$25.00	\$25.00	\$25.00		
		Excursions - ESC	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00		

**Charges- Extra Cost Options.** *Additional cost items such as camps/ incursions/excursion are estimated maximum costs. Payment will be requested during the school year when costs and participation by students is confirmed.*

**Personal requirements lists:** *items can be purchased through the suggested supplier or a supplier of your own choice. Please refer to the personal requirements list for each year level for cost.*

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

**A range of payment options is available and may be negotiated with the school.**

**PAYMENT OPTIONS**

Parents are advised prior to activities which attract a charge. Payments are made through return envelopes posted at the front office. Payments to Wirrabirra Primary School can be made by EFTPOS at the front office. Payments to Wirrabirra Education Support Centre can be made through return envelopes posted inside the ESC or by EFTPOS at the ESC Office.

If parents are experiencing difficulty in meeting costs, they should discuss this with the class teacher or Principal prior to the event. If no arrangements have been made children will be excluded from the activity and alternative arrangements made. Please refer to the planning sheet on Page 10 to budget for the school year and ensure the best opportunities for your child.

**REFUND OF CONTRIBUTIONS AND CHARGES**

Parents may be entitled to a refund of any unused portion of the contributions and charges they have paid if their child transfers to another school prior to the end of the school year. Alternatively, the remaining funds can be transferred to the new school. These refunds will be arranged upon your request and the refund will be based on a rate as approved by School Board.

**NEWSLETTERS**

To keep parents informed of school activities, newsletters are sent home regularly with the eldest child in the family. At the beginning of each term, a calendar is also sent home for parent information. Any changes or new events will be listed in the newsletters. These newsletters are also available on the school website [www.wirrabirra.wa.edu.au](http://www.wirrabirra.wa.edu.au) or through the School App. In 2018 we will continue to provide newsletters using email addresses giving instant access to information. As this occurs, we will phase out the paper copies.

**STUDENTS LEAVING SCHOOL GROUNDS**

Having once arrived at school, no student is allowed to leave the school grounds, unless dismissed at the end of the day or if picked up by a parent or carer, having first signed their child out through the school office. If a person other than parent or carer is to pick up a child this must be arranged prior with the office.

**Students who are required to go home for any reason during school hours must be picked up by a parent, guardian or carer through the front office.**

Staff are on duty before school, each recess, lunch time and after school to supervise students.

**STUDENT SERVICES / LEARNING SUPPORT TEAM**

The school accesses the services of a school Psychologist, Social Worker and Aboriginal Liaison Officer from the South Metropolitan Region to assist in the development of programs to cater for the needs of students who may be experiencing difficulties at school. This is undertaken in consultation with teachers and parents.

The Learning Support Team at Wirrabirra meets weekly to discuss the education of students who are experiencing difficulties with their learning. The team consists of experienced teachers, Learning Support Coordinator, Aboriginal Education Worker, School Psychologist and the Principal. The team is able to call on the expertise of the school nurse, social workers and attendance officers, as well as professionals from other agencies as required, to determine the causes of difficulties and what action needs to be taken by the school and parents. Parents can refer their child to this group in discussion with the class teachers.

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### **ENROLMENT DETAILS**

Parents are required to provide accurate details on enrolling students. This includes names as they appear on birth certificates, correct addresses and telephone numbers. Birth certificate, immunisation details and proof of residence will need to be sighted at enrolment.

If there are any custody or access issues relating to your child, these need to be brought to the attention of the Principal to enable us to support you and your child.

If your child has a medical condition or is required to take prescription medication, information relating to this needs to be provided so an individual care plan can be developed. School staff are not permitted to administer medication without a care plan signed by the parent/carer **and doctor**. When students attend an excursion, a student update form **outlining medical and general** information will be sent home for you to check and update if required.

From time to time, the school records activities and events to promote the school and its learning programs using photos which may be submitted to the local media, Department of Education, the school's website or other media groups. For us to do this, we require parental permission to use your child's image and their full name in this way. Once permission is given, it will remain in place unless revoked by you. Permission is requested at enrolment or through a letter to parents.

**All details relating to your child must be kept up to date by contacting the front office with any changes. This is very important in case of illness or emergencies. If we are unable to contact a parent or carer, the School will act on your behalf in the best interests of the child.**

**In emergencies the school will call an ambulance and we urge you to take up ambulance cover insurance to avoid large charges.**

### **LOST PROPERTY**

Lost property is kept for some time at school but it is hoped that it is soon claimed. A container is located near the entry in each block for lost property. Please make sure all clothing etc is clearly marked.

Parents wishing to look for lost property should check with the class teacher. From time to time the P&C will sort clothes and all uniforms that cannot be identified to a student will be washed and used as emergency clothes. All other unclaimed lost property will be donated to a charitable organisation.

### **MAKING PAYMENTS FOR EVENTS AND CARE OF MONEY**

When paying money to school for various activities, please place it in the envelope provided with accompanying forms and post it in the money collection posting slot outside the main office.

Children should not have large sums of money at school and are expected to manage the small amounts needed for the canteen. If your child has larger sums of money because they are going somewhere after school, they should give it to the teacher for safe keeping.

Children who find money are instructed to take it to the office where it will be recorded who found it and where. If not returned to the one who lost it, they will be rewarded for their honesty by being given the money. Children who lose money should seek help at the office.

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## **MOBILE PHONES**

Mobile phones are becoming increasingly prevalent with young children in schools. While parents provide mobile phones to their children for safety and other reasons, it is necessary to protect staff and students from disruptions in classrooms and to maintain good order in our school.

To ensure this:-

- All student mobile phones are to be switched off and not used during school hours.
- Phones are the responsibility of students.
- Phones can be handed to teachers for safe keeping and collected at the end of the day.

## **Consequences for Breach of Policy**

- Students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will/may be suspended immediately.
- Students using mobile phones at school will have them confiscated till the end of the school day. Parents will be contacted if students breach the policy.

If a child needs to contact a parent/carer a phone will be made available. If a parent wishes to get a message to their child, this can be done through the office.

## **VALUABLES AT SCHOOL**

Personal items of value such as iPods, iPads, mobile phones, cameras, CD's, toys and electronic games must not be brought to school. We are unable to guarantee their safety. We have banned collector cards and collectables in the school. Unfortunately, too many disagreements are caused over ownership. We ask parents to make sure that cards, collectables and toys are kept at home.

The school will not accept responsibility for damage to, or loss of, personal property.

## **VANDALISM**

This school receives only occasional anti-social visits from vandals. These unlawful attacks on school property waste time and taxpayers' money. The Department of Education regulations make it an offence to trespass on government property. A substantial fine can be imposed on an offender. Please stress this point to your children and see that they do not use the school as a play area out of school hours.

If you observe unauthorised persons in, on, or around the school outside school hours, please perform a community service and notify School Security 9264 4771 or the Police on 131 444.

## **LITTLE ATHLETICS**

Wirrabirra hosts the Gosnells Olympians on our school premises two afternoons per week to provide opportunities for children in the Gosnells community to develop their athletic skills and abilities. This partnership provides Wirrabirra children with an excellent sporting club on premises that supports our Physical Education specialist program and promotes the wellbeing of children.

## **WIRRABIRRA IS A WATERWISE, WASTEWISE AND AuSSI (Australian Sustainability Schools Initiative) SCHOOL**

Wirrabirra has many environmental programs running within the school to complement 'Values Education'. The programs are closely linked to Literacy, Numeracy and Science so that the students have the opportunities to learn in an active and purposeful way.

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We have a chicken run, bird aviaries, worm farms, rainwater tanks, whole school compost and recycling routines, ring pull and battery collections, a mini fruit orchard and a vegetable garden. Many of these projects are supported by Wastewise, Healthways, The Healthy Schools Project, Bluescope Steel and City of Gosnells. The programs are linked to our whole school environmental awareness. Classes are able to use produce from the garden in cooking classes. This teaches students about basic life skills and the concept of healthy eating.



We have student Environmental Monitors who help to run the programs. We also encourage community members who volunteer their time to assist. If you are interested, contact the office.

There are many things you can do at home to support the environmental work your child is doing at school.

#### Green Tips:

- Set up a worm farm. It's a great way to recycle your food scraps into organic fertilizer.
- Keep chickens. They will eat your food scraps and reward you with delicious eggs!
- Grow your own fruit and vegetables. Not only does the food taste delicious but growing it is a terrific educational experience and it's a great way to spend quality time with the family.
- Aim for 4 minute showers.
- Use a rainwater tank to water your garden.
- Buy products in bulk to cut down on packaging waste.
- Pack a 'Zerowaste Lunchbox' for your child. This way everything in the lunchbox can be reused, recycled or composted.
- Use a pool cover to stop the water evaporating.

We are also looking for volunteers to assist with our programs. It's a great way to be involved in our school community.

#### SCHOOL CANTEEN

Lunches and recess snacks are currently available Tuesday – Friday from the School Canteen. Price lists and menus are published regularly.

**Voluntary parent assistance is necessary for the canteen to operate successfully and a great way for parents to be a part of the school. If any parent can take a turn on the roster or spend an hour or two helping out, please advise officers of the canteen committee.**

In the long term, a school canteen, while not designed to make great profits, can provide a steady income which can supplement school amenities in terms of resources to support student learning programs, as well as ensuring that children receive a nutritious, hygienically prepared lunch in line with the Health Department's better nutrition policy for school canteens. Parent support for the canteen is appreciated. The school canteen is allergy friendly to support our students' health.

#### LIBRARY RESOURCE CENTRE

The Library Resource Centre provides a significant resource to support the learning programs at Wirrabirra. The library at Wirrabirra is fully automated which means that students have identification bar codes and all borrowing is done by scanning these and books.



Classes have rostered library periods during school hours for research and other library activities which form the basis for improved instruction and library skills. Children **MUST** have a library bag to protect books before they are permitted to borrow.

Parent helpers are appreciated in the library for re-shelving, book covering and mending. If you can spare some time for such a job, please see the Library Officer.

### **DIGITAL TECHNOLOGIES HUB**

Wirrabirra operates a Digital Technologies program in our ICT Hub and has two specialist teachers who conduct classes with children from Pre Primary to Year Six. The children cover the WA Curriculum content and skills for the 21<sup>st</sup> Century through programming and coding. The school uses a combination of desk top, laptop and iPad devices with a fully integrated wireless network. The Hub is also available to classes when not timetabled. Class groups can undertake a range of activities in this facility. A teacher supervises all children when accessing the internet and provides a learning program to develop students' ICT capabilities. including preparation for NAPLAN when it is online.



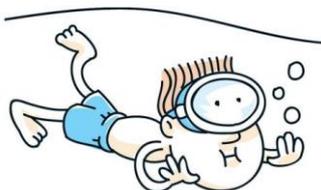
### **INCURSIONS/EXCURSIONS AND SCHOOL CAMPS**

Excursions can form a very valuable part of the teaching and learning program for children. Bearing in mind the cost of excursions, these activities are kept to a minimum without disadvantaging students. Whilst **all** children are usually invited to attend excursions, the situation may arise where, for safety reasons, a child's behaviour may be cause for concern outside the school grounds. In this case, the school may make the decision not to invite a child on an excursion. Of course, parents would be notified and arrangements would be made at school for an alternative program for the child.

The Year Six school camp is likewise designed as the field experience component of their teaching program. As the cost of a school camp can be quite high for parents only one camp will be organised each year for students in Year 6.

### **IN-TERM SWIMMING CLASSES**

As a supplement to the school's physical education program, children in Years P – 6 attend swimming classes during the school year. We regard this aspect of the program as very important and children have the opportunity to attend unless there are medical reasons for not doing so. Your support in the program would be greatly appreciated. To assist with your family budgeting, projected costs for swimming are included on the summary of Charges and Voluntary Contributions in this booklet.



## ***DRESS REQUIREMENTS POLICY WIRRABIRRA SCHOOL***

(Incorporating Wirrabirra Primary School and Wirrabirra Education Support Centre)

### **Rationale**

The school dress requirements for Wirrabirra students are developed in consultation with students, their parents and staff. These requirements are the standards expected of all students.

Our dress requirements play an important role in promoting a positive image of the school and creating a sense of identity among students.

**THIS SCHOOL COMMUNITY HAS GREAT PRIDE IN OUR SCHOOL AND IT BELIEVES A SCHOOL DRESS CODE -**

- ◆ **fosters and enhances the public image of the school locally and further afield.**
- ◆ **assists in building school and team spirit and sense of community.**
- ◆ **ensures students are easily identifiable and safely and appropriately dressed for specific school activities and differing weather conditions.**
- ◆ **encourages equity among students.**
- ◆ **helps students take personal pride in their appearance by care of their own bodies and the clothes they wear.**
- ◆ **prepares students for later work situations which often have dress and safety codes.**

### **Guidelines**

- The School Council of Wirrabirra School has established a dress code for all students enrolled and reviews this if the need arises.
- **Wirrabirra School expects that all students will wear the school uniform.** Exemptions may be given at the time of enrolment if a parent applies on the grounds of health/cultural/religious reasons. Such exemptions must be obtained in writing and are at the discretion of the principal.
- The wearing of denim clothing is not permitted.
- To assist parents to afford the school uniform, the school clothing pool will supply both new and recycled items. Minor changes to the uniform may be introduced by the School Council.
- For safety and social reasons, some items of clothing or accessories are **not permitted** under any circumstances. Specifically, facial piercing other than ear-rings (small stud/sleeper ear-rings only), necklaces and other jewellery, high-heeled shoes, thongs, stick-on tattoos, caps, nail polish, make-up. Medical Alert bracelets and watches are allowed.
- For health reasons, hair longer than collar length must be tied back and must not cover the face on girls and boys.
- Hair is to be in natural tones only.
- The school has a 'No Hat – No Play' policy. All students must wear the Wirrabirra approved bucket hat. No other hat will be accepted.
- Children are required to wear closed and supportive shoes.

### **If students do not comply with the Dress Code Policy, the following consequences will apply:**

1. Students are not permitted to represent the school or attend excursions if they do not have the appropriate school dress code. This includes sporting events.
2. As a condition of election or appointment to a leadership role, councillors, faction captains and environmental monitors are expected to wear school uniform and abide by the Dress Code.

## **SCHOOL DRESS CODE**

The school has a tradition of children wearing the school uniform and this is supported by a Dress Requirements Policy. Parents recognise the value of uniforms and cooperate with the school by presenting their children in school uniform. Not only are uniforms cost effective but they also enhance the tone of the school. Please support the school dress code and dress your children in school uniform. Children are required to wear school uniform whenever they are representing the school. This is to show that we are proud of our school and also enables teachers to quickly identify our students and ensure their safety.

**SCHOOL COLOURS:** Gold, Navy Blue and Garnet

### **Girls' Uniform:**

**Summer:** Navy blue and white check / gold stripe / garnet piping dress.  
Navy blue shorts/skirt, skirt.  
*Wirrabirra* shirt – gold / navy blue / garnet  
Shoes



**Winter:** Navy blue skirt, *Wirrabirra* shirt – gold / navy blue / garnet  
Navy blue *Wirrabirra* windcheater with gold / garnet stripes  
Navy blue *Wirrabirra* zip jacket with gold / garnet stripes  
Navy blue track pants / trousers

### **Boys' Uniform:**

**Summer:** Navy blue shorts, *Wirrabirra* shirt – gold / navy blue / garnet  
Shoes.

**Winter:** *Wirrabirra* shirt – gold / navy blue / garnet  
Navy blue *Wirrabirra* windcheater with gold / garnet stripes  
Navy blue *Wirrabirra* zip jacket with gold / garnet stripes  
Navy blue track pants / trousers

**Hat:** Navy blue *Wirrabirra* bucket hat which is reversible with Faction colours.  
  
Navy blue wet weather jacket also available.

**Choir Uniform:** School shirt with choir logo, black trousers and black shoes.

**Graduation clothing** will be a polo shirt in school colours ordered and supplied in Term 1 each year.

## **CLOTHING POOL**

The Clothing Pool is located in the Parent Information Centre near Jenkinson Street entrance. A group of parents currently operate a Clothing Pool on **Thursday, 9.30-10.30am** for the sale of new and second hand school clothing. Change in days and times will be advertised in the School newsletter.



## **HATS**

As part of our Sun Safe Health Program for the children in our school, students are required to wear a hat when going outside to play at all times. By doing this we hope to foster regular hat wear when outside and reduce the incidences of skin cancer in later life. **A school-approved bucket hat needs to be worn by all students.** School hats can be purchased from the Clothing Pool or at the front office.

## **BIKE HELMETS**

Students who ride bikes to school are required by law to wear a helmet. **Parents have a shared responsibility to educate their children and see they do not ride to school without a helmet.** Students who ride scooters and skateboards should also wear a helmet. Students are required to secure their own bikes individually in the internal courtyard for peace of mind.

## **ABSENCE FROM SCHOOL**

Attendance targets are set for all children by the Department of Education and state government. We are required to report individuals whose attendance falls below the required level. We ask parents to support their children being at school and not taking days off unless they are ill or attending appointments that cannot be scheduled at other times.

If your child is absent parents are requested to contact the school before 9.00am by telephone, email or through the School App. A written note of explanation can also be provided on their return to school. This is a **legal requirement** of parents and the school is obliged to enforce compliance.

## **STUDENT LEAVE PASSES**

There are times when your child will come to school and then need to leave for part of the school day, for example to attend an appointment. Parents should provide notification either the day before, or on the day that your child needs to leave the school when they are picked up. An explanation for the absence is required, including the following details:

- The date that you are giving permission for your child to leave the school.
- The time your child will be leaving and returning.
- The reason for your child's absence.

Your school will record the details and give you a Leave Pass which should be carried with you when away from the school. School Attendance Officers or Police may request to see the Leave Pass when your child is off the school site.

**Children will only be released in the company of an identified responsible adult.**

During an absence of this type, the school no longer has a duty of care for your child, so it is important that you are aware of all the arrangements for the absence including where they are going and who they will be with.

## **SICKNESS**

As part of the school being a caring environment for the children, as soon as a child becomes unwell we will contact parents or the emergency contact listed on the admission card and request that the child be collected to seek medical attention or taken home. If your child appears to be unwell prior to coming to school we would appreciate you keeping him or her at home.



## **HEALTH ISSUES**

It is imperative that parents keep the school records up to date by notifying any change in:

1. Home telephone number and address.
2. Either or both parents'/carers' place of employment and telephone numbers.
3. Alternative address and telephone number where children can be looked after if no-one is at home.

A School Nurse visits the school regularly and referrals may be made to her through the class teacher.

***NB:*** *Children normally need a short period of convalescence following their recovery from infectious diseases. It is well to remember that, on return to school, they are expected to participate in the day's activities. Dad/Mum should be the one to decide when they return to school (not the child).*

The following is a Health Department guide for medical conditions that may affect students. Please inform the school if any of these occur so families and the school can take appropriate action to limit the risk to other students and families.

**CHICKEN POX:** Exclude from school. Re-admit on medical certificate of freedom from infection. If no medical certificate available, re-admit 10 days from onset if well.

**CONJUNCTIVITIS:** Exclude from school until cured.

**IMPETIGO:** School sores - exclude from school for 24 hours after antibiotic treatment commenced.

**MEASLES:** Exclude from school. Re-admit on medical certificate of freedom from infection.

**RINGWORM:** Exclude from school for 24 hours after treatment commenced.

**MUMPS:** Exclude from school for 9 days after onset of symptoms.

**RUBELLA:** (German Measles): Exclude from school for 4 days after onset of rash.

**HEPATITIS A:** Exclude from school for 14 days after onset of illness or 7 days after jaundice appears.

**WHOOPING COUGH:** Exclude for 21 days from onset of cough or 5 days after starting antibiotic treatment.

**GLANDULAR FEVER:** Exclude from school while symptoms remain.

**HEAD LICE AND NITS:** Exclude from school until day after treatment has commenced and hair is free of lice and eggs. Head lice information can also be found at [www.health.wa.gov.au/headlice](http://www.health.wa.gov.au/headlice). In the interests of your child, it is requested that all hair below collar length is tied back. This rule applies to both boys and girls equally. If you have any queries regarding this, there is information at the school.



## **MEDICATION**

In most instances giving medication to students can be managed by the parents. Where regular ongoing prescription medication has to be given, we require that parents make arrangements through the school office. We need to have doctor's instructions and student medication requests completed before the school can agree to give prescription medication to students. This is the policy for all schools. Students are not to keep any form of medication in their school bag. As the policy states, it is kept in a locked area.

The exception to this rule is asthma medication. Students who are on regular asthma medication need to inform the school regarding the degree of severity of the asthma and the amount of relieving medication required.

## **WIRRABIRRA STUDENT COUNCIL**

Students are provided with leadership opportunities as Councillors and are selected each year. Their goal is to facilitate and model participative decision-making, School Dress Code and to promote the Expectations for Success, Code of Conduct and Children's Manifesto.

Year Three, Four, Five, and Six Councillors are selected, including a Head Boy and Head Girl from Year Six.

Each councillor is required to sign a contract outlining their roles and responsibilities. A Councillor's position may be reviewed if required.

### Councillors' duties include:

1. Assisting in organising and conducting school assemblies.
2. Welcoming special visitors to school.
3. Meeting regularly with committees to discuss school matters.
4. Listening to students and being willing to represent them.
5. Modelling appropriate school behaviours to other students.
6. Assisting in organising events for students, *eg* discos.
7. Assisting in organising lunch time activities.
8. Promoting the schools' Expectations for Success, Code of Conduct and Children's Manifesto (see next page).



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## **FACTION LEADERS, ENVIRONMENTAL MONITORS AND DIGITAL TECHNOLOGIES SUPPORT**

Additional leadership opportunities are provided for students as Faction Leaders. These students have special duties and promote sports across the school working closely with Mr Trenberth, our Phys Ed Specialist, and class teachers. Faction leaders are required to agree to and sign a personal contract outlining their roles and responsibilities.

The Environmental Monitors work with a Mrs svean to support and promote a sustainable school approach, environmental education, waste and water wise practice.

There is also a group of Whizz Kids to support our Digital Technologies program. Selected students will work with our specialist teachers Mrs Svean and Miss Oldridge.



# Children's Manifesto

## VALUES

We would like a school where teachers, parents and children all show respect and care for each other, where everyone follows the expectations taught and where everyone gets a fair go. People in our school should strive for their best at everything they do. We need a school where everyone is included for who they are. Teachers, parents and children need to feel welcome at our school and should have the freedom to speak their minds. Our school should be built on honesty and trust, with everyone taking responsibility for their own behaviour and accepting the consequences of the choices they make.

- Our Children's Manifesto is valued by everyone in the school community.
- All children are valued as individuals by staff and parents.
- Everyone is treated fairly.



## LEARNING

We would like a school where every child strives to do their best in every subject. We want teachers who try to make our learning fun and enjoyable but also educational. We need all children to show respect by listening to the teacher and each other so that we can continue with our learning. We need books for all ages to help improve our reading skills and access to relevant technologies to enhance our ICT skills. We want the right to give an opinion and let our voices be heard and feel comfortable to ask questions.

- Our learning should be relevant to us and have a clear purpose.
- Our learning needs to be matched to interests and abilities.
- We learn in different ways and use technology as part of our learning.



## SAFETY

We would like a safe school with caring adults and children who stop bullying and who guide our activities to help them run smoothly. We need safe and supportive classrooms so that we can get our work done. The playground in our school should be safe but enjoyable so that children of all ages can play without hurting themselves. Children should take responsibility for their actions, showing courtesy and care to others so that our school remains safe.

- A safe zone to go if you feel unsafe such as the buddy bench.
- Areas to meet and talk with friends.
- Shaded places to play.



## TEACHERS AND STAFF

We would like a school that has dedicated, caring, respectful and helpful teachers and staff. The children in our school need teachers and staff who can inspire them with their learning by making it interesting and enjoyable. We also want teachers and staff who are willing to take the time to help us with our problems when we need it.

- Adults to listen to us.
- Teachers who help us when we have problems.
- Teachers who care and support us.

## ENVIRONMENT AND EQUIPMENT

We would like a school that has lots of equipment, a school with no rubbish and with clean toilets. Our school should have nice gardens, high quality undercover areas, a healthy canteen, interesting playgrounds with fun recess and lunchtime activities. We also need clean and tidy classrooms to learn in with a range of technologies .

- Animals and gardens to care for.
- Special areas for learning: Performing Arts, a Library, Sport and an ICT Hub.
- Children should be entrusted with some responsibility to maintain these areas.





## **WIRABIRRA SCHOOL GUIDELINES TO SUPPORT THE BEHAVIOUR MANAGEMENT IN SCHOOLS**

This policy supports the “Student Behaviour Policy” effective: 4 January 2016 for the Department of Education and Training

***Our purpose is to inspire and unite our school community in developing a consistent approach to the teaching of academic and social behaviours. This will lead to a positive, safe and supportive school culture inclusive of all.***

### **AIMS**

Wirrabirra School and its community aim to:

- ◆ create a positive environment within the school and classroom so that all staff, people working within the school and students can work together in harmony;
- ◆ create a caring school environment where the rights are respected and responsibilities of the individual are recognised;
- ◆ establish a set of Expectations for Success that protect the safety of all individuals;
- ◆ acknowledge and demonstrate the school’s Expectations for Success and promote the Children’s Manifesto;
- ◆ establish procedures so that conflicts can be resolved in a positive manner.

### **CODE OF CONDUCT**

#### NEGOTIATION      RESPECT      COURTESY      SUPPORT

- ◆ If there is a disagreement between any people working in this school, we will try to talk it over and negotiate. If we can’t work it out ourselves, we will ask for help.
- ◆ We will try to see conflict as a situation where everyone wins, not one where someone wins and someone loses.
- ◆ We will speak to each other in a respectful, courteous tone of voice.
- ◆ We will respect each other’s ideas.
- ◆ We will not use “put-downs” to each other.
- ◆ We will not allow bullying or harassment in our school. If we see bullying or harassment we will remind the person doing it about our rule and we will support the person being bullied.

## RIGHTS AND RESPONSIBILITIES

<p>Students have the <b>RIGHT</b> to:</p> <ul style="list-style-type: none"> <li>◆ learn in a purposeful and supportive environment;</li> <li>◆ work and play in a safe, secure, friendly and clean environment;</li> <li>◆ respect, courtesy and honesty.</li> </ul>	<p>Students have the <b>RESPONSIBILITY</b> to:</p> <ul style="list-style-type: none"> <li>◆ ensure that their behaviour is not disruptive to the learning of themselves or others;</li> <li>◆ ensure that the school environment is kept neat, tidy and secure;</li> <li>◆ ensure that they are punctual, polite, prepared and display a positive manner;</li> <li>◆ behave in a way that protects the safety and wellbeing of themselves and others;</li> <li>◆ honour the Children's Manifesto.</li> </ul>
<p>Staff have the <b>RIGHT</b> to:</p> <ul style="list-style-type: none"> <li>◆ respect, courtesy and honesty;</li> <li>◆ teach in a safe, secure and clean environment;</li> <li>◆ teach in a non-disruptive environment;</li> <li>◆ co-operation and support from parents.</li> </ul>	<p>Staff have the <b>RESPONSIBILITY</b> to:</p> <ul style="list-style-type: none"> <li>◆ model respectful, courteous and honest behaviour;</li> <li>◆ ensure that the school environment is kept neat, tidy and secure;</li> <li>◆ establish positive relationships with students;</li> <li>◆ report student progress to parents;</li> <li>◆ ensure good organisation and planning;</li> <li>◆ communicate regularly with parents on student progress;</li> <li>◆ honour the Children's Manifesto/Parent Agreement.</li> </ul>
<p>Parents/carers have the <b>RIGHT</b> to:</p> <ul style="list-style-type: none"> <li>◆ be informed regarding curriculum material, behaviour management procedures and decisions affecting their child's health and welfare;</li> <li>◆ be informed of their child's progress;</li> <li>◆ access appropriate education for their child;</li> <li>◆ be heard on matters relating to their child's education.</li> </ul>	<p>Parents/carers have the <b>RESPONSIBILITY</b> to:</p> <ul style="list-style-type: none"> <li>◆ ensure that their child attends school on time;</li> <li>◆ ensure that their child is physically and emotionally prepared for school;</li> <li>◆ ensure that their child is provided with appropriate materials to make effective use of the learning environment;</li> <li>◆ model respect, courtesy and honesty;</li> <li>◆ honour the Parent Partnership Agreement.</li> </ul>

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## ROLES AND RESPONSIBILITIES

### **Principal and Deputies have agreed to:**

- provide a link between parents and staff;
- support staff with behaviour management and professional development;
- ensure consistency in the implementation and maintenance of the behaviour management recording and reporting procedures throughout the school;
- facilitate teacher/parent/carer/child conferencing where required;
- provide new staff and relief teachers with support in implementing whole school behaviour management procedures and the Agreed Expectations for Success;
- provide support with the development of Individual Behaviour Management Plans;
- monitor and review the School Behaviour Management Plan on a regular basis;
- provide parents with a copy of the Behaviour Management Guidelines and opportunities to review these through the School Council.

### **Teachers Have Agreed To:**

- develop and maintain a positive learning environment by acknowledging expected behaviours;
  - display, teach, discuss and review:
    - a) Agreed Expectations for Success
    - b) Rights and Responsibilities
    - c) School Code of Conduct
    - d) Children's Manifesto
    - e) Parent Agreement
  - document student unproductive behaviour and correctional strategies used to address this;
  - develop, implement and review Individual Behaviour Management plans;
  - include administration/relevant staff where appropriate, in discussions with parents/carers regarding student behaviour management;
  - use the prescribed strategies set down in the Classroom Management Skills program;
  - consistently apply and model the school's behaviour management guidelines and expectations;
  - support other staff with implementation of strategies; and
  - contribute to the review of the School Behaviour Guidelines by engaging in the process.
-

## POSITIVE BEHAVIOUR SUPPORT (PBS)

At Wirrabirra School our approach to behaviour management is based on mutual respect between all members of the school community. We acknowledge students as individuals and deal with their academic and social behaviour appropriately.

Wirrabirra has committed to implementing a Positive Behaviour Support framework that reflects the following:-

- PBS is a framework we use to respond to all behaviour – academic and social.
- PBS requires decisions relating to behaviour to be based on data, staff to be supported by practical systems and students to be taught through best practice.
- PBS acknowledges that behaviour is a skill that needs to be explicitly taught.
- PBS is based on setting expectations. Students are reminded of the desired behaviour rather than being told what not to do.
- PBS rewards students meeting expectations in all areas of the school and acknowledges staff actively working to assist students to meet them.
- PBS is not punitive but rather involves educating students demonstrating unproductive behaviours and giving them the strategies to meet the expectations.
- PBS is implemented across the whole school and all staff are committed to supporting it consistently.

The following whole school support programs and strategies operate to acknowledge, teach and support positive behaviour. These include; The Children's Manifesto and Parent School Partnership Agreement, PAtHs (Promoting Alternative Thinking Strategies) and RAINBOWS to assist students with loss and grief. A set of Agreed Expectations for Success under three headings have been developed by staff and students to clearly articulate expected behaviour in set areas of the school. A whole school educative approach is used to teach these behaviours and this is supported by a detailed reward system. This positive approach is the foundation for preventing inappropriate behaviours in the classroom.

It is important to remember that not all children will be good all the time. It is our belief that acceptance of this is crucial, as it allows the teacher to pre-empt situations that could jeopardise the students' learning and to plan how to address the issues that do arise. Parents and carers are considered key partners in managing students' behaviour and are included as part of a case management model.

As a staff we have agreed to use a consistent approach to behaviour management across the school and our practise is based on the CMS (Classroom Management Strategies) program under a PBS framework and is linked to the Agreed Expectations for Success. By implementing CMS across the school students are aware that they have choices and that these choices lead to logical consequences. CMS gives the students the opportunity to take control of their own behaviour and make decisions with regard to it. CMS provides teachers with a workable, practical set of strategies for managing student behaviour.



# WIRRABIRRA PRIMARY SCHOOL

## AGREED EXPECTATIONS FOR SUCCESS

**Be Your Best**

**Be Responsible and Respectful**

**Be Courteous and Caring**

### At ALL times, in ALL areas, we will ALL:

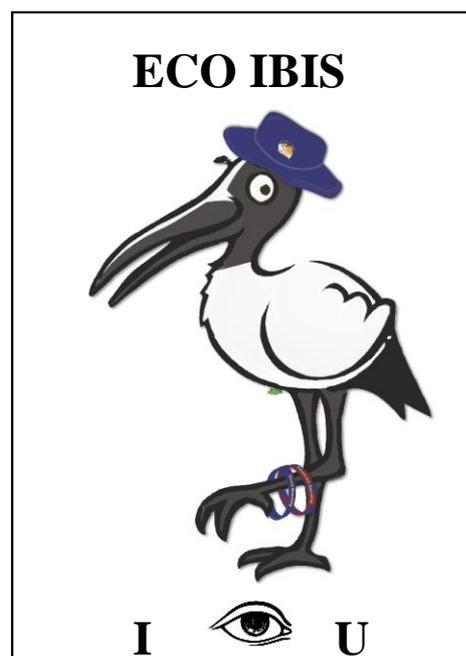
<b>ALL AREAS</b>	<ul style="list-style-type: none"> <li>• Encourage and compliment others</li> <li>• Use positive self-talk, e.g. "I can do it" and "I will try"</li> <li>• Wear your full school uniform every day</li> <li>• Remind others to show the expected behaviour</li> <li>• Be on time</li> <li>• Ask for help if you have a problem</li> </ul>	<ul style="list-style-type: none"> <li>• Be trustworthy and tell the truth</li> <li>• Walk safely on hard surfaces</li> <li>• Take care of all equipment</li> <li>• Share equipment and space fairly with others</li> <li>• Follow all instructions</li> <li>• Keep all areas tidy - litter and graffiti free</li> <li>• Accept the consequences of your actions</li> </ul>	<ul style="list-style-type: none"> <li>• Listen actively to others</li> <li>• Include others</li> <li>• Use kind words and body language</li> <li>• Wait your turn patiently</li> <li>• Use your manners</li> <li>• Greet people in a friendly way</li> <li>• Keep your hands and feet to yourself</li> </ul>
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### In these areas we will also:

<b>LEARNING AREAS</b>	<ul style="list-style-type: none"> <li>• Join in all learning activities</li> <li>• Concentrate in class</li> <li>• Start your work on time</li> <li>• Complete work to the best of your ability</li> <li>• Listen to advice that will help you improve</li> </ul>	<ul style="list-style-type: none"> <li>• Complete work on time</li> <li>• Have equipment that you need</li> <li>• Ignore distractions</li> </ul>	<ul style="list-style-type: none"> <li>• Put your hand up when you want to speak</li> <li>• Welcome and help new staff, students or visitors in the class</li> <li>• Work at expected noise level, e.g. quiet independent work, cooperative partner voices</li> </ul>
<b>TRANSITIONS</b>	<ul style="list-style-type: none"> <li>• Take a Blue Card when you have permission to leave class.</li> <li>• Arrive and leave school in a positive way</li> <li>• Listen to directions before moving</li> <li>• Put your hand up when a teacher puts their hand up for attention</li> </ul>	<ul style="list-style-type: none"> <li>• Hold equipment still when moving around</li> <li>• Walk in two straight lines behind the leaders</li> <li>• Carry chairs below your hips with legs pointing down</li> <li>• Sit or stand quietly when lining up</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quickly and quietly between areas</li> <li>• Wait quietly until you are asked to move</li> <li>• Stay with the group</li> <li>• Stay on pathways</li> <li>• Walk around seats, benches and gardens</li> </ul>
<b>UNDERCOVER AREAS</b>	<ul style="list-style-type: none"> <li>• Play in the correct Undercover Area</li> <li>• Stay in the correct Undercover Area when you forget your hat</li> <li>• Stay in these areas when you forget your hat</li> </ul>	<ul style="list-style-type: none"> <li>• Sit down to the sides to eat and drink</li> <li>• Play away from people sitting down to eat</li> <li>• Play safe games that are allowed in these areas</li> <li>• Only bounce balls below head height</li> <li>• Take footballs and soccer balls to the oval to kick</li> </ul>	<ul style="list-style-type: none"> <li>• Walk around other people's games</li> <li>• Line up and be polite at the canteen</li> <li>• Give others enough room to play their games</li> <li>• Eat your own food instead of giving it to others or throwing it away</li> </ul>
<b>PLAY AREAS</b>	<ul style="list-style-type: none"> <li>• Make sure everybody understands the game and the rules</li> <li>• Play the right games in the right areas</li> <li>• Wear your hats outside</li> </ul>	<ul style="list-style-type: none"> <li>• Use sports equipment safely</li> <li>• Follow the rules of the game</li> <li>• Play games without tackling</li> <li>• Accept when you get out of a game</li> </ul>	<ul style="list-style-type: none"> <li>• Invite others to play your game</li> <li>• Ask if you want to join in a game</li> <li>• Let people join in your game</li> <li>• Give everyone a turn</li> </ul>
<b>TOILETS</b>	<ul style="list-style-type: none"> <li>• Use the toilet area for going to the toilet</li> <li>• Leave as soon as you are finished</li> </ul>	<ul style="list-style-type: none"> <li>• Only use the amount of toilet paper, soap and paper towels that you need</li> <li>• Wash your hands after going to the toilet</li> <li>• Turn taps off and keep water in the sinks</li> <li>• Keep equipment out of the toilets</li> <li>• Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Aim for the toilet bowl</li> <li>• Put paper towels and empty toilet rolls in the bin</li> <li>• Flush the toilet when you are finished</li> <li>• Open and close doors gently</li> <li>• Use quiet voices</li> </ul>
<b>ICT / HUB</b>	<ul style="list-style-type: none"> <li>• Only use computers when you are allowed to</li> <li>• Stay on the task you have been asked to do</li> <li>• Report broken equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Leave computers on original settings</li> <li>• Log off computers when you are finished or shut them down if it is the end of the day</li> <li>• Only use your own log in</li> <li>• Only go to approved websites and programs</li> <li>• Remember your passwords and keep them to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Pack away quickly and quietly</li> <li>• Wear headphones when volume is on</li> <li>• Take your hands off the keyboard when the teacher starts talking</li> <li>• Use quiet voices</li> <li>• Ask to print and only press the print button once</li> <li>• Leave computer stations neat with chairs pushed in</li> </ul>

## CLASSROOM MANAGEMENT STRATEGIES (CMS)

- CMS is a program that was introduced to our school in 2005. Since this time the whole school has been committed to ensuring that this system of behaviour management, as well as its associated classroom strategies is implemented consistently across the school.
- CMS provides clear expectations for all stakeholders and acknowledges expected behaviour in the classroom and playground.
- CMS allows staff to work as a team and provides staff, students and parents with a common language, reducing misunderstandings and empowering all involved.
- CMS is based on agreed values and expected behaviours.
- CMS provides students with clear choices and supports agreed processes and procedures.
- CMS uses steps, which are worked through to allow students to make the appropriate changes to their behaviour. At each 'Step' the students are taught and reminded of the expectations and encouraged to make an appropriate choice.
- Expectation Slips can be earned by students seen demonstrating the Expectations for Success. Each slip is the equivalent of one point towards the child's faction total. These lead to rewards throughout the term.
- Students' minor and major negative behaviour is recorded using Behaviour Data Recording sheets which are entered in the Schools Information System by the teacher or office staff.
- A child not displaying appropriate behaviour in the class or playground is reminded of the expectations and given the choice to change their behaviour. A minor or major behaviour slip may result and lead to a consequence for the behaviour.
- A child who receives a Major Behaviour Record Sheet will have a negotiated logical consequence which may result in them being unable to go out to play for the next lunchtime. They will instead spend lunchtime being supervised in a Social Skills Session.
- Parents are notified that their child has received a Major Behaviour record by a phone call from their teacher and a note in their diary or letter home.



# CLASSROOM MANAGEMENT STRATEGIES (CMS)

## Minor

**SIS Minor Behaviour Data Record**

Response is: **Calm - Consistent - Brief - Immediate - Respectful - Private**

Please complete all relevant information and tick appropriate boxes.

<b>Student:</b>	<b>Class:</b>	<b>Date:</b>	<b>Time:</b>
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**Location:**

<input type="checkbox"/> Transition	<input type="checkbox"/> Classroom	<input type="checkbox"/> New Undercover Area	<input type="checkbox"/> Basketball Court
<input type="checkbox"/> Wet Area/Middle Room	<input type="checkbox"/> LOTE	<input type="checkbox"/> Old Undercover Area	<input type="checkbox"/> Playground Equipment
<input type="checkbox"/> Fitness	<input type="checkbox"/> Music Room	<input type="checkbox"/> General School Grounds	<input type="checkbox"/> Sandpit
<input type="checkbox"/> Excursion	<input type="checkbox"/> Phys Ed	<input type="checkbox"/> Pre-Primary Play Area	<input type="checkbox"/> Oval
<input type="checkbox"/> Toilets	<input type="checkbox"/> Science Room	<input type="checkbox"/> Salls Area	<input type="checkbox"/> Games Area
<input type="checkbox"/> The Hub	<input type="checkbox"/> Library		

**Minor Negative Behaviour**

This student was not following the agreed expectation indicated below.

Following instructions when given	Transitioning quietly, quickly and responsibly
Listen actively to staff and peers when they are speaking	Using ICT appropriately
Speaking kindly to and about others	Being on time back to class/muster
Using equipment safely	Participating in activities
Including others	Walk on pathways, around seats, benches, and garden beds
Following the rules of a game or activity	Telling the truth
Playing and eating in the right areas	Other

<b>Minor Behaviour Teacher Response</b>	<b>Teacher Comments:</b>
Expected behaviour defined and taught <span style="float: right;">Tick</span>	
Possible negative outcomes of behaviour discussed	
Student asked to describe/model expected behaviour	
Staff/student private dialogue	
CMS steps used with choice given	
Worked in another class	
Equipment or object removed from student	
Student moved away from an area or person	
Logical consequence applied	
Informal Restorative Chat	
Personal reminder signal established to prevent the behaviour in the future	
Informal Contract needed for 3 Minors in two weeks <span style="float: right;">Yes / No</span>	

Parent contacted for Advanced Standing student

Parent contact for 3 Minors in two weeks

Dealt with by Teacher \_\_\_\_\_ (Print Name)

S:\PBS\Minor and Major Behaviour Slips\MINOR SLIP modified August 2014.doc

### Purpose:

Our purpose is to inspire and unite our school community in developing a consistent approach to the teaching of academic and social behaviours. This will lead to a positive, safe and supportive school culture inclusive of all.

## Major

**SIS Major Behaviour Data Record**

Response is: **Calm - Consistent - Brief - Immediate - Respectful - Private**

<b>Student:</b>	<b>Class:</b>	<b>Date:</b>	<b>Time:</b>
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**Location:**

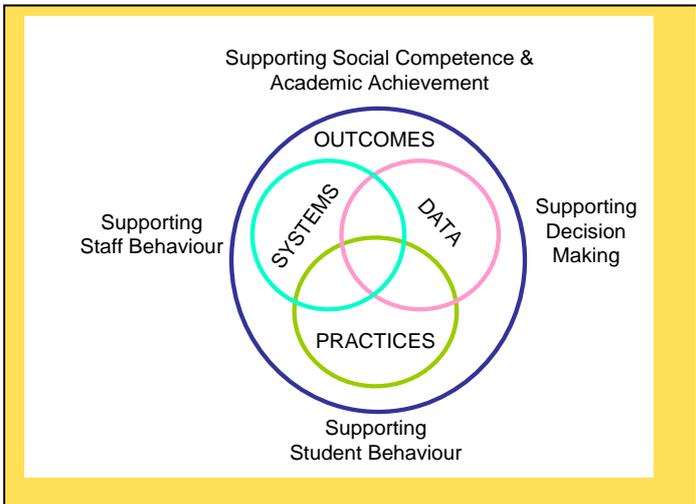
<input type="checkbox"/> Transition	<input type="checkbox"/> Classroom	<input type="checkbox"/> New Undercover Area	<input type="checkbox"/> Basketball Court
<input type="checkbox"/> Wet Area/Middle Room	<input type="checkbox"/> LOTE	<input type="checkbox"/> Old Undercover Area	<input type="checkbox"/> Playground Equipment
<input type="checkbox"/> Fitness	<input type="checkbox"/> Music Room	<input type="checkbox"/> General School Grounds	<input type="checkbox"/> Sandpit
<input type="checkbox"/> Excursion	<input type="checkbox"/> Phys Ed	<input type="checkbox"/> Pre-Primary Play Area	<input type="checkbox"/> Oval
<input type="checkbox"/> Toilets	<input type="checkbox"/> Science Room	<input type="checkbox"/> Salls Area	<input type="checkbox"/> Games Area
<input type="checkbox"/> The Hub	<input type="checkbox"/> Library		

**Major Negative Behaviour**

<b>N1. Physical assault or intimidation of staff</b>	<b>N5. Wilful offence against property</b>
BMN1a High intent-Direct threat (contact)	BMN5a Theft of personal property
BMN1b High Intent-Indirect threat (non contact)	BMN5b Damaging personal property
BMN1c Use of a weapon	BMN5c Graffiti
	BMN5d Buildings/Glass
<b>N2. Verbal abuse or harassment of staff</b>	BMN5e Fitting & fixtures
BMN2a High intent- Direct threat	BMN5f Furniture
BMN2b High intent- Indirect threat	BMN5g Equipment including ICT
	BMN5h Vehicles
<b>N3. Physical assault or intimidation of other student</b>	<b>N6. Violation of Code of Conduct / Expectations</b>
BMN3a Contact	BMN6a Passive Non Compliance - CMS to
BMN3b Non-contact	Power Struggle
BMN3c Use of a weapon	BMN6b Disruptive - CMS to Power Struggle
BMN3d Overt perpetrator - open with intent	BMN6c Defiance - CMS to Power Struggle
BMN3e Covert perpetrator - secret or sly	
BMN3f Active victim - part of problem	<b>N9.Negative Behaviour - Other</b>
BMN3g Passive victim - caught up in problem	BMN9g Out of Bounds - Leaving Class / Sch
BMN3h Rough play	BMN9m 3 Minor Slips in two weeks
	BMN9 Other
<b>N4. Verbal abuse or harassment of student</b>	
MN4a High intent - Direct threat	
BMN4b High intent - Indirect threat - use others	
BMN4c Unhelpful bystander behaviour	
BMN4d Purveyor of misinformation - hearsay	
BMN4e Exclusion of peer	
BMN4f Teasing	
BMN4g Threatening gestures	
BMN4h Cyber-bullying	
BMN4i Sexual	

<b>Behaviour Response</b>	<b>Behaviour Notification</b>
BMAB Alternate consequence negotiated <span style="float: right;">Tick</span>	Administrator
BMOc Office Contact	Class teacher
WV Office Withdrawal - In School Suspension	PBS/CMS Co-ordinator
BMFC Formal Restorative Conference	School Psychologist
SSSS Social Skills Support Session	Outside Agencies
S Suspension	Police
	SAER
	School Chaplain
	AIEO
	Which parent contacted _____ / ____ / 2014
<input type="checkbox"/> Dealt with by Teacher _____ (Print Name)	
<input type="checkbox"/> Social Skills/Consequence Supervised By _____ on ____ / ____ / ____ (Print Name) (Date)	<b>Teacher Comments:</b>

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## **MANAGEMENT OF STUDENT MOBILE PHONES/IPODS**

Mobile phones are becoming increasingly prevalent with young children in schools. While parents provide mobile phones to their children for safety and other reasons, it is necessary to protect staff and students from disruptions in classrooms and to maintain good order in our school.

To ensure this:-

- All student mobile phones are to be switched off and not used in classrooms.
- Phones are not to be used during school hours.
- Phones are the responsibility of students.
- Phones should be handed to teachers for safe keeping and collected at the end of the day.

### **CONSEQUENCES FOR BREACH OF POLICY**

- Students found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will/may be suspended immediately as per instructions from the Director General of Education.
- Students using mobile phones at school will have them confiscated until the end of the school day.
- Parents will be contacted if students breach the policy.

Under Section 90 of the School Education Act 1999 suspensions when required will be managed by the Principal in consultation with Parents. If the Principal is absent from duty or is otherwise unable to exercise the power then this power has been delegated to the position of Deputy Principal.

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# WIRRABIRRA SCHOOL

## BULLYING PREVENTION POLICY

### **A safe environment for all: -**

This school believes that the working environment for students, staff and parents should be safe and free from bullying of any kind.

Bullying is not tolerated because it infringes our fundamental rights to safety and fair treatment. **Bullying refers to a wilful, conscious desire to hurt, threaten or frighten. It can be physical or verbal in nature and could be ongoing.** It gives power through another's pain, fear and humiliation.

This school will not tolerate such behaviour in any circumstances and, with the collaborative support of the school community, has developed the following action plan.

## **ACTION PLAN**

### **Support for students**

Students are encouraged to report to members of staff and/or parents, all incidents of bullying. **The school will do something about it.** The student and bully will be requested to express what happened by either verbalising or writing down their role in the incident. Both parties will be counselled separately and parent(s)/caregiver(s) notified of the outcome(s). A request will be made for the parent's/caregiver's support and understanding. The year teacher involved will oversee the negotiation process over a period of time.

#### **The school will ensure that those bullied are:**

- protected from harm (physical or emotional);
- encouraged to seek support;
- listened to and their concerns addressed; and
- taught skills in assertiveness/self-esteem where necessary.

#### **The school will ensure that perpetrators are:**

- confronted by the evidence;
- assisted to develop a personal action plan of non-aggression;
- the subject of regular behavioural review; and encouraged to change their behaviour through a variety of means.

**Note: A similar process of mediation will apply to incidents of bullying involving teachers, parents and other members of the school community.**

### **Parent/Caregiver Support**

#### **The school will:**

- inform parents/caregiver of any bullying incident their child is involved in;
- request that parents co-operate with the year teacher in any negotiation process;
- involve professional help, where necessary;
- make information about bullying available in school newsletters/brochures and
- have information for parents.

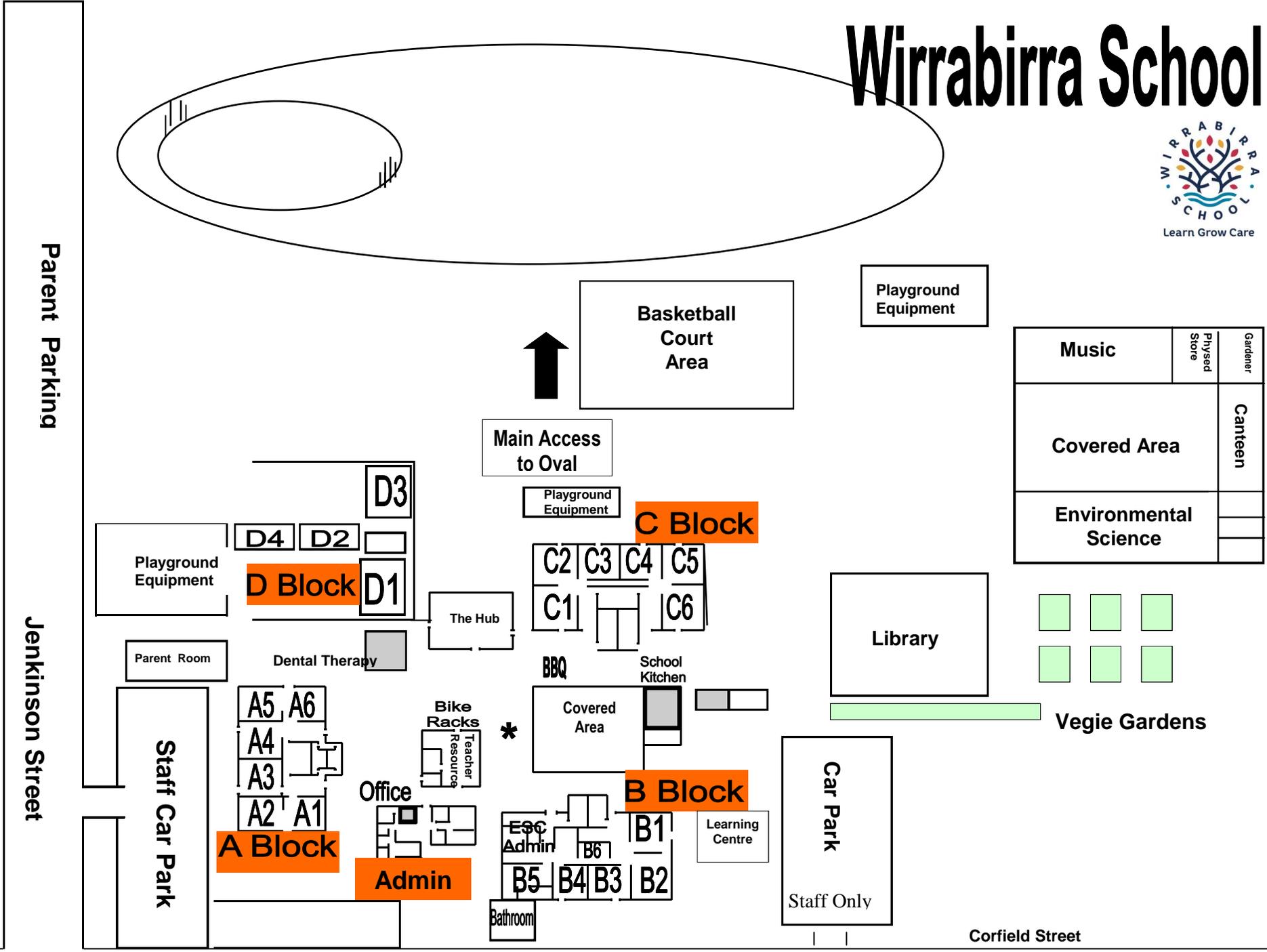
### **Prevention Programs**

#### **Staff will:**

- foster a problem-solving climate;
- use restorative justice strategies;
- model and actively reinforce appropriate behaviour and the Code of Conduct.

Teachers will incorporate into the curriculum a personal development program including role-play, classroom meetings and co-operative group activities to assist students to develop assertive rather than aggressive ways of dealing with situations of conflict. The PATHS (Promoting Alternative Thinking Strategies) program and CMS (Classroom Management Strategies) have been adopted by the whole school as a means to ensure this learning is occurring in all classrooms. It also allows students in the school to be empowered with the ability to problem solve and become more able to deal with confronting situations.

# Wirrabirra School



Parent Parking

Jenkinson Street

Corfield Street

Basketball Court Area

Playground Equipment

Main Access to Oval

Playground Equipment

C Block

D Block

Library

B Block

A Block

Admin

Car Park  
Staff Only

Vegie Gardens

Playground Equipment

Parent Room

Dental Therapy

The Hub

C2 C3 C4 C5  
C1 C6

BBQ School Kitchen

Covered Area

Bike Racks  
Teacher Resource

Office

ESC Admin B6 B1  
B5 B4 B3 B2

Bathroom

Learning Centre

Music	Physed Store	Gardener
Covered Area		Canteen
Environmental Science		

