

# Parent Handbook



# SCHOOL ESSENTIALS

## SCHOOL CONTACT INFORMATION

 103 Windich Street  
Esperance WA 6450

 PO Box 150, Esperance

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

 [esperanceps.wa.edu.au](http://esperanceps.wa.edu.au)

 (08) 9076 3600

 8:00am to 4:00pm

**PRINCIPAL:** Mr Gareth Palmer

**DEPUTY PRINCIPALS:** Mr Todd McElroy  
Miss Fabianne Lance

**MGR CORPORATE SERVICES:** Mrs Sharyn Dunn

**SCHOOL OFFICER:** Mrs Rachael McLean  
Mrs Naomi Kipling

## TERM DATES & SCHOOL DEVELOPMENT DAYS

All term dates for the current year and future years are available on the Department of Education website:  
[www.det.wa.edu.au/education/termdates/](http://www.det.wa.edu.au/education/termdates/)



School development days are in addition to school holidays. Students do not attend on these days.

TERM	START	FINISH
1	Wednesday, 31 January	Thursday, 28 March
2	Monday, 15 April	Friday, 28 June
3	Monday, 15 July	Friday, 20 September
4	Monday, 7 October	Thursday, 12 December

The below dates are subject to change.

- Monday, 29 January 2024
- Tuesday, 30 January 2024
- Monday, 15 April 2024
- Monday, 19 August 2024
- Friday, 18 October 2024
- Friday, 13 December 2024

## SCHOOL HOURS



**Classes open:** 8:30am



**School starts:** 8:45am



**Recess:** 10:45am to 11:05am



**Lunch:** 1:05pm to 1:45pm



**End of day:** 3:05pm

## READY TO LEARN CHECKLIST

- ☐ Water Bottle - Labelled with name
- ☐ Crunch & Sip
- ☐ Lunch
- ☐ Communication Folder
- ☐ Library Bag & Books
- ☐ Hat

Cut me out and post to your fridge to keep these details handy!



# CONTENTS

PRINCIPAL'S WELCOME .....	4
---------------------------	---

THE A-Z OF ESPERANCE PRIMARY SCHOOL .....	6
---	---

Attendance .....	6	Graduation .....	14
Assemblies .....	7	Hat Policy .....	14
Behaviour Management .....	8	Homework .....	15
Bicycles & Scooters .....	8	Internet, Information Privacy & Security .....	15
Birthdays .....	9	Library .....	15
Bookclub .....	9	Lost Property .....	15
Booklists .....	9	Medical Conditions & Medication .....	16
Bullying .....	9	Mobile Phones .....	16
Buses .....	9	No Dogs .....	16
Business Plan .....	10	No Smoking .....	16
Camp .....	10	Nut Allergy .....	16
Canteen .....	10	Parent Helpers .....	16
Collection of Children .....	10	Parents & Citizens .....	17
Communicable Diseases .....	11	Parking .....	17
Communication .....	12	Reporting to Parents .....	17
Concerns .....	13	School Board .....	17
Contributions & Charges .....	13	School of Instrumental Music .....	17
Custody of Children .....	13	Specialist Teaching Areas .....	18
Dental Care .....	13	Students at Educational Risk .....	19
Excursions .....	13	Student Leadership .....	19
Factions & Sports Carnivals .....	14	Teacher-Parent Meetings .....	20
Gates .....	14	Tournament of Minds .....	21
Good Standing .....	14	Uniform .....	21

TRIBES .....	22
--------------	----

THE MAP OF ESPERANCE PRIMARY SCHOOL .....	23
---	----

# PRINCIPAL'S WELCOME

It is an honour to have your child and family as part of the Esperance Primary School community.

Everything we do at Esperance Primary School is about children and doing what is best for them. We look forward to educating your child and seeing them grow, discover and prepare themselves for lifelong learning. Please take the time to explore our website to learn more about how we strive to achieve this.

As a school, we build on the foundation laid by Parents and Carers, and we encourage Parents and Carers to become actively involved in school life. The entire staff of Esperance Primary School work tirelessly, and with overwhelming moral purpose, to ensure all children's academic, social and emotional needs are considered, planned for and met.

Staff employ evidence-based strategies within a defined whole-school approach to maximise the effect they have on student learning. In addition, we constantly aim to deliver the highest standards of pastoral care and support services in order to enable our students to thrive.

Esperance Primary School embraces all members of our community and strives to maintain a nurturing and welcoming environment that promotes community partnerships. Our Parents and Carers, School Board and P&C are integral to our school community, and together we are committed to providing the best for our students.

I look forward to having you, and your family, join our school community and enjoy what truly is a wonderful learning environment.

66

**We look forward to  
educating your child and  
seeing them grow**

99

*Gareth Palmer*

**Principal**

Our staff are committed to building positive relationships, with the motivation to inspire personal excellence in every student. Our dedicated and professional teachers maintain an environment which supports each child every day to achieve their personal best.

Our Tribes agreements of Mutual Respect, Attentive Listening, Personal Best, Appreciations/No Put downs and Right to Participate drive our school values and allows our students to connect as a community and develop shared responsibility towards each other and our wider community.







Our vision is to provide an inspiring and supportive learning environment, where excellence in teaching, empowers students to achieve their personal best, and to become respectful, responsible and resilient members of the community.







# THE A-Z OF ESPERANCE PRIMARY SCHOOL

## ATTENDANCE

The *School Education Act 1999* requires children of compulsory school age, Pre-primary to Year 6, to attend school. When a child is unable to attend, legislation requires that Parents and Carers forward written notification providing a reasonable cause for the absence of their child.

We encourage you to notify us on the morning of the absence either via the Skoolbag app, by phoning or emailing the school. At this time, we will note the absence on our system. If a phone call or electronic explanation is not provided, a note explaining the absence is requested on return to school.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis.

Family holidays during school terms are not encouraged. School holiday periods provide a considerable amount of time for families to enjoy holidays. Absence during school terms disrupts children's learning and their social development with friends. A written note, stating dates and reasons for the holiday, is to be forwarded to the Principal to consider.






Days Absent	Total Days	Number of Terms	Number of Years missed
1 Day per week	451	9	2 years and 1 term
3 Day per week	1353	27	6 years and 3 term
Average of 5 days per term	220	5.5	1 year and 1.5 terms
Average of 10 days per term	440	11	2 years and 3 terms



## Punctuality, every minute counts!

Classrooms are open at 8.30am and students are expected to be ready for learning at 8.45am. It is essential that all students are at school and in class by this time. When a child arrives to school late they are missing out on the time to connect with their peers and do not commence the day fully prepared.

If students arrive at school before 8:30am they are to go straight to the courtyard where a member of staff will be on duty. Children are not permitted to use equipment or play on playgrounds during this time for safety reasons. At 8.30am music is played over the school PA and students move to their classroom.

 <b>Before 8.30am</b>	Your child has <b>arrived early</b> to school and must wait in the courtyard.
 <b>8.30am</b>	Music plays over the PA and classroom doors open. Your child has <b>arrived in time to settle</b> well and has the best start possible.
 <b>8.45am</b>	Your child has <b>arrived just after most</b> children and will need to get organised quickly and enter the classroom quietly.
 <b>8.55am</b>	Your child has <b>arrived late</b> and has missed the beginning of the school day. Being late a few minutes can be unsettling for your child and they will have missed morning announcements and the preview of the day.
 <b>9.00am</b>	Arriving at 9.00am <b>you will need to sign your child in late</b> at the School Office. Your child is severely disadvantaged having missed the morning routine and revision activities.

## ASSEMBLIES

School assemblies are hosted by one of our classes fortnightly, on Friday afternoons commencing at 2:00pm. Merit awards are presented to selected students, and families are notified prior that their child will be receiving one. We love having all of our parents and community members at school to see our students perform and celebrate their

successes.

In addition to the class assemblies, special assemblies are held each year for:

- ANZAC Day (end of Term 1)
- NAIDOC Week (Term 3)
- Book Week (mid-Term 3)
- Year 1-5 Presentation (end of Term 4)
- Year 6 Graduation (end of Term 4)

## BEHAVIOUR MANAGEMENT

Our school has a safe and positive learning environment and has developed processes for the effective management of student behaviour.

Our school uses approaches which:

- Are preventative in nature;
- Promote pro-social behaviour, student wellbeing and the development of self discipline;
- Focus on early intervention; and
- Outline procedures for the management of ongoing or serious misbehaviour.

Our school provides a social context which allows students to be supported whilst also being taught how to accept responsibility for their own behaviour. Students are given opportunities to develop appropriate behaviours, self control and resiliency through

interactions with teachers and other staff and through the curriculum; and they are reinforced consistently in a manner which enhances their understanding of responsible social behaviour.

The *Behaviour Management in School Policy* is based on the following beliefs:

Everyone has the right to learn, teach and feel safe.

Students can learn and all staff can equip students with the skills needed to:

- Take and accept responsibility for their own learning and behaviour;
- Make appropriate decisions;
- Solve social problems;
- Resolve conflict;
- Manage their own emotions; and
- Restore relationships.



## BICYCLES & SCOOTERS

It is essential that children have a good understanding of road safety from a young age. Parents are requested to remind children of appropriate road safety behaviour on their way to and from school.

Bicycles and scooters are to be housed in the racks provided, before school, and not used during the school day. All riders are encouraged to bring a lock for their bicycles and scooters to ensure their security. The school does not take responsibility for lost or stolen bicycles and scooters.

All students riding bicycles or scooters to school are required to consider the safety of themselves and others. For this purpose, the following rules apply to cyclists:

- All riders **MUST** wear a helmet. Failure to do so will result in a warning and the student will be asked not to ride their bike.
- All riders must walk their bikes and scooters on school premises.



## BIRTHDAYS

You are welcome to send a cake to school with your child on their birthday. Small cupcakes are preferable and much easier to share with classmates.

Please do not send food that contains nuts. We appreciate your cooperation in being aware of these products and avoiding them being present at school. Our canteen, Seahorse Snacks, offers a birthday cupcake service.

## BOOKLISTS

A personal item list (booklist) is distributed in Term 4 for the following year.

Pre-ordering these items ensures your children have everything they require at the start of the school year. Booklists can be found on our website.

## BUSES

Parents are responsible for providing staff with their child's bus roster, including bus name/number and when the student will be using the service. Please advise staff at your earliest convenience if there are changes.

### Esperance 'In Town' Buses

The West Beach and Castletown areas are serviced by a daily bus service. A fare is charged for this service and SmartRider cards are required to travel on these buses.

Please contact the School Office for SmartRider information and Esperance Bus Service on 9072 1717 for bus information.

## BOOKCLUB

Scholastic book club order forms go home twice a term. The preferred way for families to order and pay for Bookclub is via the online LOOP platform.

Books usually take 2-3 weeks to arrive. Our school librarian coordinates this program.

## BULLYING

In line with both our *Positive Behaviour School Policy* and community expectations, bullying is not tolerated at our school. Children are encouraged, in all instances, to be good citizens who are compassionate, caring and respectful and to report all acts of bullying so that action can be taken.

### Regional 'Out of Town' Buses

Generally, these buses cater for students living in the rural areas north and west of the school. Students travelling on Regional School buses must register with School Bus Services.

To apply for this Student Transport Assistance go to [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)



## BUSINESS PLAN

The school's Business Plan will operate from 2024 to 2026. The plan has been developed in association with the School Board and staff, and sets a clear, strategic direction for the school over the next three years.

The plan outlines what we will do and what you will see as we work to continuously improve. The plan has student engagement and achievement at its core and an emphasis on quality teaching practice.

The plan includes 4 focus areas:

- Excellence in Teaching & Learning
- Success for all Students
- Inclusive Learning Environment
- Community and Relationships

A copy of our Business Plan can be found on our website. Alternatively, drop into the School Office to pick up a hard copy.

## CAMP

All Year 6 students participate in an annual camp. This is usually five days duration and full details are sent home well in advance.

## CANTEEN

Our canteen, Seahorse Snacks, operates Monday, Tuesday, Thursday and Friday for lunch and recess snacks.

Lunch orders must be placed before school at the canteen or online at [www.quickcliq.com.au](http://www.quickcliq.com.au).

**Pre-primary and Kindergarten students can order lunch only** and orders are delivered to the classrooms. Older students collect their orders from class baskets outside the canteen. Please note that the canteen does not manage a credit facility for students.

The canteen is always looking for parent volunteers or donations of dry pantry goods, so if you are available to help out please leave a message for our friendly canteen manager, via the School Office.



### Are you looking for lunchbox ideas?

[www.crunchandsip.com.au](http://www.crunchandsip.com.au) has lots of healthy lunch inspiration and information.

You can download the recipe book "Packed With Goodness – Lunchbox ideas for busy parents and carers" from the Program Resources on this site.



## COLLECTION OF CHILDREN

### During School Hours

In certain circumstances, such as illness, medical appointments, etc, it may be necessary to collect children from school during school hours. Parents and Carers are required to complete *Passtab* (an electronic sign in and out process) at the School Office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

The *Passtab* process is also used by any adult who enters our school grounds.

### After School Hours

At times, parents can be unavoidably delayed, causing them to be late when collecting their children from school. In such instances, please phone the school, so that supervision arrangements can be made.

## COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases. For more information on exclusion period please use the Health Department's following link: [https://ww2.health.wa.gov.au/~/\\_/media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf](https://ww2.health.wa.gov.au/~/_/media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf)



## COMMUNICATION

Quality communication at all levels is a key component of our operations.

We acknowledge the role of parents as partners and welcome your involvement and communication. We aim to communicate effectively with our diverse community, and therefore we use a range of strategies and mediums to suit the different needs and preferences of Parents and Carers.

Please ensure that your phone number and email address are provided to the school and are always up to date. It is also important to make sure emails from the school do not appear in your spam folders.



### Email

From time to time it's appropriate for Parents and Carers to be contacted directly via email, for example, for consultation with parents or for matters relating to the School Board as well as school reports. Please ensure your preferred email address is provided to the school.



### Facebook

The school Facebook page is used to share positive news stories from around the school.

Be sure to follow **@EsperancePS** so you can stay up-to-date.



### Newsletters

The school newsletter is emailed fortnightly on Wednesdays and also published on the school website and Skoolbag app. Our newsletter is designed to keep you up to date with current and upcoming events at the school.

The newsletter also includes information from the Esperance Primary School Board and the P&C. The newsletter is a wonderful way for us to share and celebrate the achievements of your children.

We urge Parents and Carers to read the newsletters regularly to be informed of what is happening in our school community.



### Website

The school website provides a comprehensive overview of our school. Visit [www.esperanceps.wa.edu.au](http://www.esperanceps.wa.edu.au)



### Seesaw

The Seesaw Family app is a communication platform between teacher and parents. The app allows for students to digitally showcase what they are learning in their classroom and with specialist classes. Parents and Carers will be provided with a QR Code to connect to their child's classroom.



### Audiri

Our Audiri app will allow you to:

- Receive up to date information on the happenings in our school
- View current and past newsletters
- View up to date canteen menus, term planners and handbooks
- Receive notifications of upcoming events and add them to your calendar
- Email absentee requests and change of student details via the e-form function



## CONCERNS

If you feel you have cause for concern about any aspect of the school's activities, please inform the Teacher, Deputy Principal or Principal.

If other parents talk to you about anything to do with the school that they are not happy about, advise them to come in and let us know. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly.

## CONTRIBUTIONS & CHARGES

In line with Department of Education policy, each year the School Board endorses a *Contributions & Charges Schedule*. Voluntary contributions in curriculum areas are an important part of assisting the school to provide essential value adding resources and services for your children.

In addition, a possible charges schedule exists to show the maximum amount families can be asked to pay in a school year for extra-curricular activities (eg: excursions, camps, swimming lessons) and student acquisitions (eg: Leaver's shirts and jackets).

Payments for contributions and charges can be made by cash, cheque, credit card or direct deposit:

**ACCOUNT NAME:** Esperance Primary School

**BSB:** 306037

**ACCOUNT NO.:** 4162150

*Note: Please use the student's surname as a reference.*

## CUSTODY OF CHILDREN

If there are formal arrangements in place that relate to the custody and access of your children, particularly in relation to any Court Orders or other formal directions that may be in place, please provide the necessary information and copies of documents to the Principal at time of enrolment. If in the future there are any changes to the arrangements/orders on file, please advise the Principal.

## DENTAL CARE

The school hosts a Dental Therapy Centre onsite. The centre provides free general dental care to all eligible school children who have completed a School Dental Service enrolment form. To find out more, please call 9071 1781.

## EXCURSIONS

Educational and sporting excursions are arranged for classes throughout the year. Written information is sent to parents prior to excursions, and parents must provide their written consent in order for their child to attend.

It is desirable that all class members participate in planned excursions which are part of the teaching program. To find out more, please contact your child's classroom teacher.

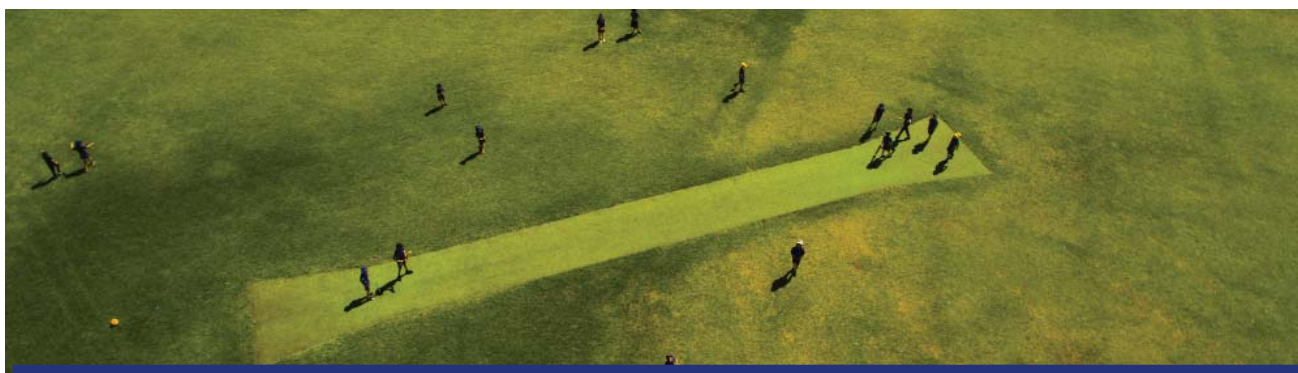


## FACTIONS & SPORTS CARNIVALS

All students in Years 1 to 6 are placed into one of four factions – Waitj (blue), Warlitj (gold), Norn (green) or Yongka (red). Faction Captains are elected from Year 6 students and have special duties and responsibilities to perform. Factions are aimed at fostering community spirit, cooperation, responsibility and leadership. On carnival day, students wear a “sun” appropriate shirt in the colour of their faction.

During Term 1, all students from Years 1 - 6 are involved in athletics training culminating in the Faction Athletics Carnival. This day is one of the highlights of the year and attracts large numbers of Parents and Carers. Kindy and Pre-primary have their “sports day” later in the year.

Students who excel in our Faction Carnival in Years 3-6 are selected to represent the school in Athletics at the Interschool Sporting Carnival.



## GATES

School gates are locked between 9:00am and 2:45pm. If you need to attend school between these times, please enter via the School Office. See the School Map on page 23 for gate locations.

## GOOD STANDING

Good Standing is a status all Esperance Primary School students are granted at the beginning of every school year. It is the responsibility of each student to maintain their Good Standing. Students with Good Standing are eligible to participate in Esperance Primary School rewards and other school activities.

Students who lose their Good Standing will lose the privilege to participate in events including excursions and school based activities, camp, sporting events, discos and other special events. Students who lose Good Standing will not be eligible to receive Merit Certificates or Faction Certificates until they regain Good Standing.

## GRADUATION

In December all Year 6 students participate in a graduation to celebrate the end of their primary schooling. It includes a Formal Graduation Ceremony held in the school's gymnasium, followed by a morning tea for all guests, families and students. Student activities are also planned for the afternoon following Graduation.

## HAT POLICY

The school has a policy that children are to wear a wide-brimmed hat when doing physical education and when outside at play all year round. Esperance PS hats can be purchased from the School Office or Haslams in Andrew Street, Esperance. Please ensure your child's name is marked on their hat.

Kindergarten students will be provided with a school hat at the beginning of the year. This hat has been kindly donated by Haslam's on Andrew Street, Esperance and will stay at school.





## HOMework

Homework for primary school children should be minimal, so a balance of play, rest and exercise can be achieved. In the early years homework should largely be informal and non-compulsory.

As children move towards the upper primary years they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

## INTERNET, INFORMATION PRIVACY & SECURITY

All students access and use the internet under supervision whilst at school. When enrolling your child, you will be required to sign a permission form granting rights to access the internet whilst at school.

Department of Education policy requires written permission before photos of your child/ren can be used on printed material such as newsletters, newspapers, television, video and/or internet. Formal enrolment documentation requests parent authorisation/permission for this to occur.

## LIBRARY

Esperance PS is extremely fortunate to have an amazingly spacious and well-equipped Library available to students and staff.

Classes visit the Library once a week to borrow books; please ensure your child brings their library bag to school on their class's borrowing day. School library bags are available to purchase from the School Office. Students can also access the Library before school and at lunchtimes on Tuesdays and Thursdays.

## LOST PROPERTY

All clothing items found will be put on the lost property rack, located outside the back of the School Office. Students and parents are welcome to look there at any time to recover lost items.

We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us in returning items misplaced by children within the school grounds.



## **MEDICAL CONDITIONS & MEDICATION**

Please advise the School Office if your child suffers from a condition that requires our attention and support. This includes conditions such as asthma, allergies or other medical conditions. It is important that you provide the school with an Action Plan provided by your family doctor if your child has a known medical condition. A confidential record of students with specific conditions is maintained within our electronic records system.

It is preferable that prescription and non-prescription medication is administered to your child at home before and after school. However, we acknowledge that medication may be required to be administered whilst your child is at school. If this is the case, you must complete the appropriate Health Care Plan which can be obtained from the School Office.

## **MOBILE PHONES**

Students are not encouraged to bring mobile phones or electronic devices to school. However, where parents require that their child carries one to and from school it must be handed in to the School Office upon entering school where it will be signed in and securely stored. Students can collect items at the end of each day. The use of mobile phones and electronic devices is not permitted during school hours. School staff will contact families whenever necessary, and Parents and Carers can contact the School Office on 9076 3600 if they need to urgently get in touch with their children.

Neither the school nor the Department of Education will accept any responsibility if mobile phones or electronic devices are lost, damaged or stolen.

## **NO DOGS**

To ensure the safety of all members of the Esperance PS community we require that dogs do not enter school grounds, or be tied to school gates, with the exception of service dogs or dogs visiting as part of educational programs with approval by the Principal.

We thank all of our Parents, Carers and community members in advance for respecting these guidelines.

## **NO SMOKING**

Parents and Carers and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds.

## **NUT ALLERGY**

Some of our students have allergies to nuts. All staff are made aware of specific students via their Medical Plans including photographs, emergency response planning and medication advice. Parents and Carers will be made aware if there is a student in their child's classroom that has a nut allergy. In these circumstances it would be appreciated if you could consider the selection of food that you send with your child to school.

## **PARENT HELPERS**

Parent and Carer assistance in the classroom and with school activities is always very welcome. It provides Parents and Carers the opportunity to take an active part in class activities and to develop an understanding of how children learn. At the same time parent help enables teachers to give more individual attention to members of the class.

If you wish to assist in the classroom, please contact your child's teacher or watch for posts on Seesaw asking for assistance with special school events.



## PARENTS & CITIZENS

The Parents & Citizens (P&C) is a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are held twice per term. A notional membership fee of \$1 is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings.

Funds raised by the P&C contribute to the funding of programs and facilities within the school, which makes for a better educational experience for our kids! To find out more, send a message to the P&C secretary at [esperancepandc@gmail.com](mailto:esperancepandc@gmail.com).

## PARKING

The map on page 23 of this handbook shows school entry points and parking. The Staff Carpark indicated on the map is for staff parking only. For Kindergarten and Pre-primary students there is limited parking outside the early childhood entry. Other parking options:

- Cinema Car Park
- Coleman Street – near the entry gate onto the school oval
- Civic Centre Car park
- Car park near the gym

**Due to safety concerns please do not park along Stubbing or Windich Streets.**

## REPORTING TO PARENTS

Written reports are distributed via email to parents at the end of Semesters 1 and 2 in each year. All students will receive a formal report detailing their progress and achievement in key learning areas, indications of student attitude, behaviour and effort as well as detailed comments and an opportunity to request parent interviews.

Parents and Carers are reminded to contact class teachers throughout the year to discuss their child's progress. Paper copies of reports are available on request.

## SCHOOL BOARD

In Independent Public Schools such as Esperance PS, the School Board plays a key role as the peak governance body. The Board takes part in establishing and reviewing the school's objectives, priorities and general policy directions, and evaluates the school's performance in achieving them.

The Board meets eight (8) times a year and consists of 11 members:

- Four (4) members of staff
- Six (6) parents or caregivers
- One (1) community member
- The Principal

The Board functions within its *Terms of Reference*, which are compliant with the *School Education Act (1999)* and *School Education Regulations (2000)*. A copy of the *Terms of Reference* can be found on our website.

If you are interested in finding out more about the operations of the Board, feel free to contact the Principal on 9076 3600.

## SCHOOL OF INSTRUMENTAL MUSIC

In Year 4 students complete an expression of interest form to determine eligibility for inclusion in School of Instrumental Music (SIM) program. This program is administered across the state by the SIM and caters for nominated students in Years 5 & 6. It provides tuition in selected instruments from specialist teachers during school time. Further information is available through the School Office.



## SPECIALIST TEACHING AREAS

### Science

The Science Program at Esperance PS uses the Primary Connections program. This evidenced-based approach is effective in guiding teaching and learning of science. Students draw on their prior knowledge, pose questions, participate in hands-on experiences, and conduct exploratory and formal investigations, to develop their own explanations about scientific phenomena.

The ultimate goal of our Science program is to prepare our students for a lifetime of critical thinking and learning.

The Science curriculum is explicitly taught across all year levels from 1-6.

### BYOD Program

The school's BYOD (iPad) program begins in Year 4. Students are exposed to an enquiry based approach that encourages them to investigate, design, produce, evaluate and collaborate across curricula areas through the use of iPads. We will continue to ensure that the implementation of BYOD iPads will provide a strong focus on pedagogy first, technology second. Information on the BYOD program can be found on our website.

Students who do not have their own device will have some access to school iPads, however this may not be 1:1. These devices are used on a rotational basis between the Learning Areas and are made available as often as practical.





## The Arts

All children in Years 1 – 6 receive one hour of Visual Arts Education per week. This is planned and implemented by our Visual Arts Teacher. The program has been designed to be innovative, engaging and related to every child's individual everyday world.

**All students must have a clearly labelled old shirt or art smock to protect their school uniform during art class.**

## Languages-French

At Esperance Primary School all students from Years 1 to Year 6 learn French for one hour per week by our school's Languages Teacher. The French program engages students through a variety of learning experiences aiming to develop knowledge, understanding and skills to communicate proficiently in French, acquire essential communication skills for intercultural capability and develop an understanding of the role of language and culture in human communication.

## Physical Education

The school has a Physical Education Teacher who will develop skills and undertake a range of programs developing students' fundamental movement skills, organised sport programs, faction sporting activities and carnivals. Students who show skills or interest may also have the opportunity to participate in inter-school sport competitions. This program aims to develop in each student, skills, fitness and a positive attitude to be able to live and enjoy a healthy, active lifestyle.

Suitable clothing must be worn. Children will only be excused from these sessions for health reasons and a note is required. Appropriate footwear and a hat are also required.

## STUDENTS AT EDUCATIONAL RISK

At Esperance Primary School we have processes in place to identify and support students at educational risk to progress towards the achievement of their academic, behavioural and social-emotional goals. This process may involve the staff, Parents and Carers and agencies working together to develop, implement and monitor Individual Education and/or Behaviour using plans to address the specific needs of the child.

A School Psychologist is based at the school two days a week. Support is provided for those students who may have educational, behavioural or emotional needs. Parents/Carers wishing to utilise this service should contact their child's teacher, Principal or the Learning Support Coordinator.

## STUDENT LEADERSHIP

The school provides opportunities for Year 6 students to take on formal leadership roles in the school. There are eight student councillor positions, including Head Boy and Head Girl and sixteen faction captain positions.

Information about the nomination process is given to students in Term 4 prior to the new school year. Students who are selected have opportunities to build their skills with time management, organisation, public speaking and responsibility, laying the foundation for future leadership roles as they grow older.



## TEACHER-PARENT MEETINGS

It is hoped that Parents, Carers and Teachers will have informal contact on a regular basis throughout the school year. For the times when a longer, more formal conversation is required it is best to organise a meeting with the teacher. Should a situation or issue arise at school please follow a line of inquiry as follows:

**01**

### Start with the teacher

The first step is to contact your child's teacher to set up a phone call or face-to-face meeting. It is often not possible to allocate the time and attention that's required in the rush just before and just after school, when teachers, parents and students are busily preparing and attending to the multitude of tasks that take place.

**02**

### Don't be afraid and think positively

Many of us feel like children again when we have to meet with the teacher or Principal. While these educators are in positions of authority, they're also adults just like you who are interested in your child's education and eager to make the situation better. Don't worry that raising issues with them will "hurt" your child in the classroom. Leaving problems unresolved can be more problematic.

In preparation for the meeting, envisage that everything will work out for the best. A positive attitude makes it easier for everyone to calmly discuss the issues and find solutions.

**03**

### Get the facts – from both sides

Sit down with your child and write down his or her version of the situation. If it's a problem with grading or schoolwork, bring along examples that illustrate your points. Then go through the issues with the teacher and listen to their perspective.

**04**

### Decide on a solution together

Work with the teacher to come up with ideas of how to resolve the situation. There should be items for you/your child to address and items for the teacher to address. Have the teacher make a copy of the list for both of you, and then schedule a follow-up appointment to see what progress has been made.

**05**

### Follow-up on your end

If a teacher has asked you to work on some issues with your child at home, it's important that you do so. You certainly expect the teacher to follow through with what he or she has promised, so it's only fair that you do the same. If the problem is still unresolved you should take it to the next level and make an appointment to see the Deputy Principal.

**06**

### Be realistic

Not every school year will be perfect, but by dealing with situations calmly and by focusing on the solutions – not the problems, you'll be making the best of the year for you and your child.



## TOURNAMENT OF MINDS

Tournament of Minds has been a part of Esperance Primary School since 1992. The real world benefits of this time intensive program give Esperance Primary School students a platform to demonstrate academic excellence.

Students are selected at the end of the Critical and Creative Program in Term 2 to form a team of seven students who then go on to compete at regional, state and even national levels against other primary school teams from around the world.

More about the Tournament of Minds program can be found at [www.tom.edu.au](http://www.tom.edu.au)



## UNIFORM

The school takes great pride in all students wearing the school uniform. All uniforms can be purchased from Haslams on Andrew Street, with the exception of the girls skorts, tartan skirts and dresses which are available from the School Office.

Please ensure your child wears appropriate shoes and minimal, if any, jewellery to and from school. For health and safety reasons, all students are encouraged to tie their hair back, if it is shoulder length or longer.

It is customary for our Year 6 students to vote on a special shirt that they are allowed to wear to celebrate their last year in primary school; details go home in Term 1. Year 6 students also have the option to purchase a Leaver's Jacket.

## Uniform Price List

### Available from Haslams, on Andrew Street

Shirts (white or blue)	\$29.95
Shorts	\$19.95
Jacket (soft shell)	\$49.95
Jacket (fleecy with hood)	\$39.95
Jacket (windbreaker)	\$39.95
Trackpants (microfibre)	\$26.95
Trackpants (fleecy)	\$24.00
Hats	\$15.00

### Available from the School Office

Skorts	\$23.00
Tartan Skirt (size 2 – 8)	\$40.00
Tartan Skirt (size 10 – 16)	\$42.00
Girls Dress (size 4 – 14)	\$50.00
Hat	\$15.00

Prices may vary due to supply and demand  
Updated 1/9/22

# TRIBES

Tribes is a research based process that creates a culture that maximises learning and human development. This process requires learning how to build a community through 3 stages of group development; Inclusion, Influence and Community.

Whilst moving through these stages participants will demonstrate the 5 agreements; Attentive Listening, Mutual Respect, Appreciation/No Put Downs, The Right to Participate/The Right to Pass and Personal Best/Personal Responsibility.

## THE TRIBES COMMUNITY AGREEMENTS

### Attentive Listening

We will treat people the way we want to be treated.

### Mutual Respect

We will listen with our eyes, ears, bodies, hearts and minds.

### Appreciation/No Put Downs

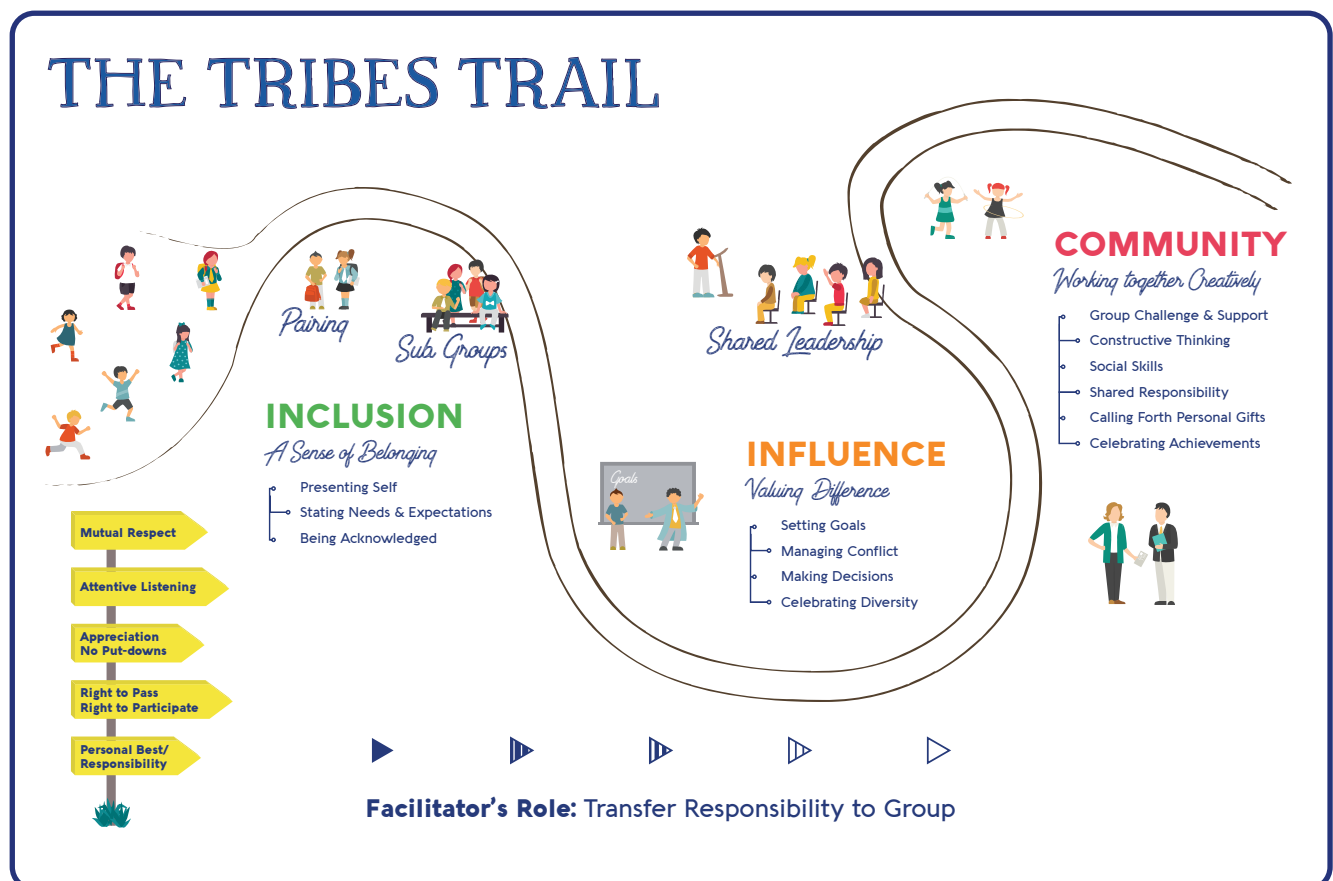
We speak kindly to others and think of other people's feelings.

### The Right to Participate/ The Right to Pass

We have the right to pass in certain activities, and know that the more we participate the more we gain.

### Personal Best/ Personal Responsibility

We are responsible for our own learning and our own behaviour.





# THE MAP OF ESPERANCE PRIMARY SCHOOL



## Key

Entry Gates

Bike Racks

Parking Areas

Crosswalk Attendant

1 Dolphin Cove

2 Twilight Cove

3 Nature Playground

4 Library

5 Undercover Area

6 Canteen

7 Hellfire Bay

8 Lucky Bay

9 Junior Playground

10 Sharing Circle Area

11 Staffroom

12 Dental

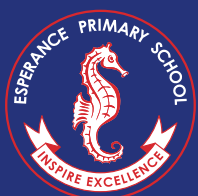
13 Administration

14 Blue Haven

15 Gymnasium

16 Kindergarten





## Esperance Primary School



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[esperanceps.wa.edu.au](http://esperanceps.wa.edu.au)



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