

## Welcome to Creaney Primary School

<b>Principal</b>	<b>Ms Rachel Monamy</b>
<b>Deputy Principal</b>	<b>Ms Kristy Harrison</b>
<b>Manager Corporate Services</b>	<b>Ms Debra Rhodes</b>
<b>School Officer</b>	<b>Ms Lisa Leo</b>
<b>School Officer</b>	<b>Mrs Tracy Clarke</b>

'Caring' is our school motto and this forms the foundation for creating a school culture that is driven by *Community, Achievement, Respect and Excellence*.

Our priority is to provide a balanced curriculum that caters for a student's academic, physical, social and emotional needs. This means developing the required knowledge, skills and values through targeted literacy and numeracy programs, as well as through technology, science, social science, specialist and pastoral care programs. We aim to provide the necessary building blocks for our students to reach their potential, to become good citizens and to make a valuable contribution to society.

We have an experienced and dedicated team of teaching, leadership and school support staff who work towards achieving the school values, vision and targets as outlined in the school Business Plan.

Together, our staff and school community are committed to providing a safe and positive learning environment and we set high expectations for the social, creative and academic development of all students.

Building and maintaining positive relationships across our school community is very important to all of us because we know that it's these relationships that will form the foundations to learning and future success.

At Creaney Primary School, our students learn life skills such as acceptance, tolerance and empathy first hand, as we share our school campus with Creaney Education Support Centre. Students attending the Education Support Centre are integrated into the primary school program and this partnership allows us to learn from each other through coordinated integration programs.

We believe in building a *caring and supportive school community* that takes ownership and responsibility for enhancing the school environment and for meeting the current and future needs of our students and teachers.

If you would like to know more about Creaney Primary School, then visit our website at [www.creaneyps.wa.edu.au](http://www.creaneyps.wa.edu.au).

Yours truly

Ms Rachel Monamy  
Principal

## SCHOOL OPERATIONS

### INDEPENDENT PUBLIC SCHOOL

Creaney Primary School is an Independent Public School with additional flexibilities and responsibilities involving staff recruitment, community involvement and resource management.

### WOODVALE LEARNING COMMUNITY

Creaney Primary School is part of the Woodvale Learning Community and our students feed into Woodvale Secondary College. All schools in the network work collaboratively to provide the best learning opportunities for students.

### SCHOOL TERM DATES

<b>Semester 1</b>	Term 1	Teachers	Thursday 30 January – Thursday 9 April
		Students	Monday 3 February – Thursday 9 April
	Term 2	Teachers	Tuesday 28 April – Friday 3 July
		Students	Tuesday 28 April – Friday 3 July
<b>Semester 2</b>	Term 3	Teachers	Monday 20 July – Friday 25 September
		Students	Tuesday 21 July – Friday 25 September
	Term 4	Teachers	Monday 12 October – Friday 18 December
		Students	Tuesday 13 October – Thursday 17 December

**SCHOOL DEVELOPMENT DAYS**  
The following days are School Development Days. **Students do not attend school on these days.**

**Term 1:** Thursday 30 January, Friday 31 January  
**Term 2:** Friday 29 May  
**Term 3:** Monday 20 July  
**Term 4:** Monday 12 October, Friday 18 December

### STAFF MEETINGS

Staff meetings are held every second Wednesday after school and all staff rostered on that day must attend. Parents are advised that teachers will not be available for meetings on these afternoons.

### PUBLIC HOLIDAYS

Labor Day	Monday 2 March
Good Friday	Friday 10 April
Anzac Day Holiday	Monday 27 April
WA Day	Monday 1 June

### HOURS OF INSTRUCTION

#### Monday to Friday

Morning	8:40am – 10:40am
	11:00am – 1:00pm
Afternoon	1:40pm – 2:50pm

**Kindergarten:** 5 days per fortnight comprising 2 groups:

**Yellow Group** – Monday/Tuesday/alternate Wednesdays

**Blue Group** – Thursday/Friday/alternate Wednesdays

## ARRIVAL & PICK UP

Kindergarten and Pre-primary children are to be personally delivered and picked up from their classrooms by their parents or guardians. Students will not be permitted to leave the classroom unless accompanied by a parent/guardian.

Children should not arrive at school prior to **8:30am** and are required to leave the school grounds by **3:00pm**. Should students arrive at school prior to this time, they are required to wait outside their classrooms quietly on benches.

## USE OF PLAYGROUND EQUIPMENT BEFORE/AFTER SCHOOL

The use of playground equipment and sports equipment/games before or after school is not permitted for safety and duty of care reasons.

## CONTRIBUTIONS, CHARGES AND PERSONAL USE ITEMS

Under provisions of the Education Act, it is a requirement of schools and School Boards to indicate to parents all likely educational expenditures for the coming year:

Personal Use Items: Many parents order these items through Ziggies Educational supplies. The children will need to have the items listed in their possession each school day in order to maximize their participation in the learning programs provided. Parents may need to replace some items such as pens and pencils throughout the year. Year level lists for personal use items are available from the school office.

Charges: These are extra costs. In some cases, it is not compulsory for students to take part, though if they do, payment is required. The table below identifies the maximum anticipated costs per year level. Actual costs incurred in many cases are likely to be considerably less. It is important to realise this and that costs will not exceed the scheduled figure.

Description	K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Incursions	30	40	40	40	40	40	40	40
Excursions	50	50	50	50	50	50	50	50
Interschool Sports	-	-	15	15	15	15	30	30
PEAC	-	-	10	10	10	-	265	300
Instrumental Music	-	-	-	-	-	-	120	120
Interm Swimming	-	65	65	65	65	65	65	65
Year 6 Dancing	-	-	-	-	-	-	-	40
Year 5 Dancing	-	-	-	-	-	-	40	-
Year 6 Dinner Dance	-	-	-	-	-	-	-	70
<b>Edu Dance</b>	-	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	-	-
Year 6 Farewell Activities	-	-	-	-	-	-	-	30
Year 6 Graduation Polo Shirt	-	-	-	-	-	-	-	40
Year 6 Camp (Camp to be confirmed)	-	-	-	-	-	-	-	400
School Photo's	30-70	30-70	30-70	30-70	30-70	30-70	30-70	30-70

## 2020 CONTRIBUTIONS

The total amount that parents are asked to pay has been contained within the \$60 maximum set in the School Education Regulations 2000. Money collected will supplement the school expenditure in the areas listed below. For 2020 this amount has been set for Kindergarten to Year 6 at \$60 per child.

There is also a P&C contribution of \$20 per child per year for whole school initiatives, and a P&C Chaplaincy contribution of \$10 per child per year. These are payable to the P&C directly. This can be paid by cash in an envelope and placed in the P&C box located outside the school office, by direct debit or paid as part of the booklist **online orders only** through Ziggies.

Many parents opt to pay this voluntary amount at the time of paying for Personal Use Items, though full or part payments are welcome at the school office at any time. Whilst contributions are voluntary, the quality of our teaching and learning program will be maximized when each family makes a contribution towards supplementing funding gained from other sources, including the State and Commonwealth Governments.

## **MONEY COLLECTIONS**

Please pay voluntary contributions/excursions/incursions/musical instrument hire via bank transfer where possible.

### **Creaney Primary School**

**BSB: 016-494 Account Number: 340967445**

**Reference: Child's Surname, Initial and Reference number**

### **P&C Bank Account Details**

**BSB: 306-105 Account Number: 0047725**

## **DIFFICULTY WITH PAYMENT**

We are aware of the financial demands families may face and aim to assist in any possible way. Payment plans can easily be organised for you. (For example: Camps and Voluntary Contributions payments can be made throughout the year). If you are experiencing financial difficulties, please come and see us in the school office. Payment plans can easily be organised for you.

## **LESSON ATTENDANCE**

Teachers are required to mark the lesson attendance roll within the first five minutes of the day. Students arriving after the siren should go to the school office for a Late Pass to hand to their classroom teacher.

## **CONNECT**

Connect is an integrated online environment developed by the Department of Education WA. Parents must have access to Connect to receive and view their child's Formal Report. Parents new to Creaney Primary School will be emailed during Term 2 or Term 4 with their log in details and instructions.

## **COMMUNICATIONS**

Parents are informed of the functioning of the school via the following:

Class Dojo - Whole school and class messages are used via this app. (see Class Dojo below).

Creaney Website - <http://creaneyps.wa.edu.au/about/>

Newsletter - Login to the website and sign up for our fortnightly newsletter.

Creaney Primary School Facebook

Creaney P&C Facebook

## **CANTEEN**

The canteen is managed by the P&C Association. A menu is available and special deals are advertised through the fortnightly newsletters. Our Canteen has received a 4-star Starcap rating through the School Canteen Associations Accreditation program and has consistently achieved 99% of all sales being healthy food choices. We continue to offer nutritious meals, which are low in fat, sugar and salt and many foods are homemade. Multiple purchases of ice-creams, drinks etc for students are not permitted. The Canteen operates Monday, Tuesday, Wednesday and Friday for morning tea and lunch. Counter sales occur during recess and lunchtime. You can order online through [www.quickcliq.com.au](http://www.quickcliq.com.au) or write your order on brown lunch bags with the child's name, class and correct money enclosed. Please wrap coins in a tissue to avoid money falling out. Orders must be placed in the basket located in the classroom before the commencement of school. If you have any queries, the Canteen can be contacted on **0412 071 323**.

## **ALLERGY AWARE SCHOOL**

Some children and staff at Creaney Primary School have severe allergic reactions to bees, nuts and eggs that require immediate medication and hospitalisation. Students with severe allergic reactions have a medical action plan. Please note that Creaney Primary School is a nut aware school.

## **DOGS**

Dogs on school sites create a considerable nuisance and dangerous encounters may arise. The school has adopted a policy of contacting the local Council if an unsupervised dog arrives on the school grounds and the owner cannot be identified. Parents are advised, for duty of care reasons, to wait outside the school boundary with their dog and not to bring their dogs on-site.

## **PARENT COMPLAINTS**

We aim to develop and maintain open communication and positive relationships between home and school. The process of listening, discussing and resolving issues is encouraged and is a focus of our operations. Parent complaints should be directed to those concerned and will be resolved in a prompt, efficient manner.

<http://det.wa.edu.au/standardsandintegrity/detcms/navigation/complaints-management/information-for-parents>

## **ROAD SAFETY AND PARKING/KISS AND RIDE**

Traffic near a school can always present a hazard to children. Parents are asked to be actively involved in the school's campaign to lessen the chances of serious accidents. Bay parking facility is directly in front of the main entry into our school on Creaney Drive. The five most forward bays are "Kiss and Drive". This means children can be set down and picked up quickly and safely without parents getting out of cars. This system only works if all parents follow the guidelines. Staff will monitor this in the afternoons. Parents have access to over 140 parking bays around the school. Parents are reminded that they are not permitted to park in the staff car park at the Primary School or Education Support Centre; this is DoE property and increases the risk to staff and students. Please observe all parking signs around the school; the school does not take any responsibility for fines to parents by the City of Joondalup parking rangers as a result of illegal parking.

## **GUARDED CROSSING**

The Police Department pays an attendant to assist parents and children to cross Kingsley Drive during the busy times before and after school. At times, the crossing may be unattended due to circumstances out of the school's control. When notified, the school will advise parents of this situation via Dojo, if notice is given.

## **SAFETY HOUSE SCHEME**

The school district is well served by the Creaney Safety House Scheme. The members of the community who supply this service assist with student safety to and from school and on weekends. Parents who are interested in being involved should contact the P&C.

## **BICYCLES AT SCHOOL**

For safety reasons, bicycles and scooters are not to be ridden in the school grounds. Children should dismount at the school boundary and wheel their bicycles or scooters to the nearest designated area. Bicycles and scooters are to be placed in the bike racks near the hall or the sports shed. A padlock and chain are required for security. Student bicycles, scooters or personal items are not covered by the school's insurance. Bike helmets should be kept in the shade with the student's school bag.

## **OUT OF SCHOOL CARE**

The YMCA operate a before, after school and vacation care program. It provides an exciting program based on the children's needs and interests as guided by My Time Our Place and the YMCA's Approach to Learning. It operates in the Hall, from Monday to Friday, 7:00am to the commencement of school, every afternoon from 2:50pm – 6:00pm and also holidays and School Development Days. Enquiries and enrolments can be directed to the YMCA staff who are in the centre by 2:30pm each day. This facility is available for children from the year they turn 4 through to 12 year olds. For further information, please phone 0403 347 949.

## **CARE OF SCHOOL GROUNDS AND FACILITIES**

All parents and staff are requested to encourage children to treat the school grounds and facilities with respect. It is greatly appreciated when parents and motorists keep an eye on the school during after-hour periods. This has dramatically assisted us in reducing the number of incidents of vandalism to our buildings and grounds. If you see antisocial behavior in/around the school during these periods, please contact Education Security on: 9264 4632.

## **SCHOOL CHILDREN ACCIDENT INSURANCE**

This is the responsibility of parents. Numerous insurance companies offer cheap rates of accident insurance for students and these can usually be extended to include valuable personal items including prescription glasses and dental plates.

## **SCHOOL BANKING**

Teaching children the all-important skills of money management and saving when they're young can empower them for success in the future. The School Banking initiative teaches valuable financial literacy skills that will last well beyond school life. The School Banking Program also offers financial benefits for our school. School Banking is held in the Library every Monday from 8:20am – 8:40am.

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## **CAMPS/EXCURSIONS**

Camps are dependent on staff willingness to attend in their own family time and the commitment and support of parents. Currently we have a Year 6 camp at Creaney. The specifics of camp will be discussed with Year 6 parents throughout the year. All excursions and visits by groups are planned as an integral part of the learning program. Children learn a great deal from these experiences and parents are urged to allow their children to participate in these activities when they are arranged.

Parents will be advised of all planned activities through specific notices. Parents who experience any difficulties or hardships in paying for excursions are invited to discuss them with their child's class teacher. Arrangements will be made to fit each circumstance. Complete confidentiality will be ensured at all times.

## **MOBILE PHONES**

From 2020, the Department of Education has instigated a new Mobile Phones in Schools policy. It is not a requirement for students to have a phone at Creaney Primary School. The Primary School has duty of care for all students when attending school and all communication between home and students should occur through the school office.

### Policy

- If parents have authorised the bringing of a mobile phone to school, students are permitted to use it when in transit to and from school only
- The mobile phone must be turned off at 8:30am (or on arrival at school) and given to the classroom teacher to lock away in the classroom
- All electronic devices including, but not limited to, ear buds, headphones, smart watches and iPods are not required at school and should not be brought to school. If they are brought to school, they need to be locked away also
- The school takes no responsibility for mobile phones and other electronic devices whilst on school premises

## **SUNSMART SCHOOL**

Parents are asked to apply sunscreen to their child before school. In addition, the school has sunscreen available for all classrooms and children are encouraged to re-apply before going to lunch.

## **HATS**

Creaney Primary School is a SunSmart school with a SunSmart policy. In the interests of preventing harmful damage caused by the sun, children are required to bring their hat to school every day. It is policy that children wear the school hat in the yard all year round. We have a policy of "No hat, No play" in the sun. School broad-brimmed and bucket hats are acceptable - no caps please.

## **SCHOOL UNIFORM**

Students of Creaney Primary School wear the school uniform as approved by the School Board. Parents are asked to fully support the school by ensuring their child attends school in full school uniform at ALL times. The wearing of uniforms gives children a sense of belonging and assists in building a tradition of pupils being proud of themselves and of their school. The school has always received outstanding support from parents on the matter of uniform. Details of the school uniform are available from the school office. It is particularly important that all students are dressed in school uniform for excursions as they are representing the school. The colours of the official school uniform are gold and navy blue and the uniform for Kindergarten – Year 6 consists of the following:

School polo shirt, shorts, track-pant, zip jacket, faction polo shirt, skirt/skort, bucket hat.

The full school uniform is available from:

### **Uniform Concepts**

**Shop 5/7 Delage St**

**Joondalup WA 6027**

**Tel 9270 4660 or Email [joondalup@uc.nellgray.com.au](mailto:joondalup@uc.nellgray.com.au)**

## **FOOTWEAR**

For health and safety reasons, it is a requirement that children wear proper footwear to school. Shoes, sneakers, gym shoes, joggers or buckle-up sandals are all appropriate forms of footwear. No thongs or dress up shoes please.

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## **MONEY, VALUABLES, TOYS AND SPORTS EQUIPMENT**

It is recommended that children's valuable personal items and toys are not brought to school. On occasions when items are requested for a special project or class display, they may be brought to school. Please ensure all items are well labelled. Once again, these items are not insured and the school will not be responsible for loss or damage. Children are requested to hand their money to their class teacher for safekeeping if they bring it in.

## **ENROLMENTS**

### **KINDERGARTEN ENROLMENTS 2021**

Children entering Kindergarten in 2021 have their date of birth between 1 July 2016 and 30 June 2017.

### **LOCAL INTAKE SCHOOL**

Creaney Primary School is a Local Intake School and enrolments are taken from a prescribed catchment area in the suburb of Kingsley. Applications for enrolment need to be completed with proof of residence (utility bill dated within last 3 months), birth certificate, and immunisation history statement, which can be downloaded from My Gov.

When the school receives more kindergarten applications than places available, the following criteria will be applied to prioritise applications as per the Department of Education and Training's Enrolment policy:

- First priority will be given to the child whose usual place of residence is in the intake area for the school and who has a sibling enrolled at the school for that year and who lived nearest the school;
- Second priority will be given to the child whose usual place of residence is in the intake area for the school and who does not have a sibling enrolled at the school for that year and who lives nearest the school
- Third priority will be given to the child whose usual place of residence is NOT in the intake area for the school and who has a sibling enrolled at the school for that year and who lived nearest the school; and
- Fourth priority will be given to the child whose usual place of residence is NOT in the intake area for the school and who does not have a sibling enrolled at the school for that year and who lived nearest the school
- Out of catchment students are not guaranteed an enrolment at Woodvale Secondary College

## **PARENT INVOLVEMENT**

### **P&C ASSOCIATION**

The official parent representative body is the Parents and Citizen's Association. Great support has been afforded the school by this group and all parents are urged to become members and be involved in the activities and functions. The association has control over the following sub-committees: The FUNdraising committee, and the Canteen committee.

P&C meetings are held on a Wednesday night of Week 4 and Week 8 of each term at 7:30pm in the staffroom, or as advised in the term planner. All parents are welcome to attend. Please see the school website for executive committee members' details and further information.

### **SCHOOL BOARD**

The School Education Act 1999 came into effect from January 1, 2001 and requires all Independent Public schools to form a School Board. Our School Board will meet at least once per term and its key functions include taking part in;

- Establishing the school's objectives and priorities and setting directions
  - Reviewing the school's performance
  - Formulating codes of conduct for students
  - Determining through consultation, a dress code for students
  - Promoting the school in the community
  - Approving charges and contributions and personal use items
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The School Board has developed a constitution, a copy of which is available from our school office. This details the purpose of the Board, membership, elections, meetings and proceedings. The School Board consists of parents, community representatives, school staff and the Principal. More information can be obtained from the school website or by contacting the Principal.

### **ASSEMBLIES**

Assemblies are conducted throughout the year with classes being rostered to direct proceedings. Parents are advised beforehand of relevant details. Assemblies occur in the Hall on a Friday morning and commence at 8:45am. The school has a closed assembly on Fridays when formal day assemblies are not scheduled. This is called our 'Friday Muster'.

### **REPORTING TO PARENTS**

Our staff aim to keep parents up to date with information on their child's progress. Formal reporting arrangements in 2020 will include;

Term 1	Parent Class Meeting	Week 2/3
Term 2	Formal Report	Week 9
	Interviews if required	Week 10
Term 3	Parent Open Night	Week 10
Term 4	Formal Report	Week 9 (K - Year 5) Week 10 (Year 6)
	Interviews if required	Week 10

Teachers are required to report honestly about students' levels of achievement against the West Australian Curriculum, and behaviour, and to use a combination of standardised and teacher-based judgements.

### **PARENTAL INVOLVEMENT**

A number of avenues exist for parents to be involved in the daily functioning of the school. Parents are welcome into classrooms and will find that assisting the school in this way is a rewarding experience. Some areas where continuing assistance is required are:

- Reading and writing in junior classes
- Small group work in Maths and Science
- Library resource centre
- Parent helpers on excursions
- Sports coaching and umpiring
- Talks, relating experiences of general or professional interest
- Volunteering in the canteen
- A confidential declaration must be signed by all parents working in classrooms. Any volunteer who is not a parent (e.g. Grandparents, Aunties/Uncles) must have a Working with Children card. Please contact the school office for more information on this.

## **STUDENT SERVICES**

Creaney Primary School has access to a team of people to support students in the school environment, these include:

Learning Support Coordinator – Emily Palmer

School Psychologist – Kristy Mollett

School Chaplain – Tim Mullen

School Nurse – TBA

### **LEARNING SUPPORT**

The Learning Support Coordinator is responsible for the case management of Students with Education Needs (SEN). A School Psychologist is also available to Creaney Primary School. The services of the School Psychologist are free and available through referral, on Wednesdays. Parents may also make an appointment with the School Psychologist through the Learning Support Coordinator to discuss any concerns they have regarding the progress and development of their children.



## **CHAPLAIN**

A Chaplain is here to offer support to students and their families in a variety of capacities, such as:

- Support and a listening ear when facing difficulties or rough patches
- Specific strategies to help deal with challenging situations and transitions
- Leadership skills development for our student leaders/councillors
- Working together with class teachers to achieve curriculum objectives on topics such as goals, values, conflict resolution and anger management, etc.

The Chaplain's role is to support students, families and staff at Creaney Primary School. This takes the form of students, teacher and parent counselling, small group work, special programs, mediation sessions, excursions/camps, games, school morale, pastoral care and student services intervention. Should you wish to make an appointment with the school Chaplain, please contact Tim Mullen through DOJO.

## **DENTAL CLINIC**

A Dental Therapy Centre is located at Halidon Dental Therapy, Halidon Primary School. This service is free for all Creaney Primary School children. An enrolment form and information sheet will be issued to each child. Enrolled children will be examined throughout the year. Parents are invited to contact the centre to make an appointment at any time if they have any queries regarding their child's dental health. The number is **9409 6362**

## **SCHOOL NURSE**

Our school Community Health Nurse is employed by North Metro Health Service. She will conduct full health appraisals for Kindergarten children during the year. For any vision or hearing concerns, parents can request a referral through the class teacher.

## **STUDENT MEDICATION**

Parents requesting the administration of medication for their child, please complete a form collected from the school office. For medications prescribed by a GP and clearly labelled with the child's name, dosage, storage information and method of administration, a Form 3 Administration of Medication form is to be completed. For non-prescription medications such as panadol/claratyne etc a sort term medication form will need to be completed. Medications will then be stored and administered through the classroom teacher (K-PP) or administration (Yr 1-6). Parents/guardians may come to school to administer it to their child without the need for written permission and sign in through the school office.

## **HEALTH/INFECTIOUS DISEASES**

Under Public Health regulations, children who contract the following diseases are to be excluded from school: Chicken Pox, Mumps, Measles/Rubella, Trachoma, Ringworm, H1N1 (Swine Flu), Impetigo (School Sores). Children at school suspected of having an infectious disease will need to be collected. If we notice your child has head lice we will contact the parent. Please inform the school if you have discovered an incidence of head lice, a note will be distributed to the class informing parents of this. For more information on health/infectious diseases, please contact our school office.

## **ACCIDENT OR ILLNESS AT SCHOOL**

Minor injuries or illness during the day are normally attended to at school. In more serious cases, students are sent home as there are no facilities for resting at school. Parents are requested to make sure that the emergency address and phone number registered on the enrolment form are kept up to date. At the beginning of each year, a student update form is sent home for parents to complete. The information provided on the student information system is an important factor in the school's custodial role. If this is done, unnecessary delays for medical attention will be averted.

## **PUNCTUALITY**

It's essential that students arrive at school on time and are ready to commence lessons at 8:40am. It can be stressful and disruptive when students arrive to class late as they may miss or fall behind with school work. Classroom doors are open from 8:30am to allow students to set up for their day. Teachers mark their daily class attendance at 8:40am; students arriving after the siren must visit the school office to collect a late pass.

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## **STUDENT ABSENCES/VACATION**

The Department of Education regulations require that all planned pupil absences of more than two days be explained in writing before the planned leave. At Creaney Primary School we ask for long term requests to take children away from school during the school term parents complete a copy of the In-Term Holiday Form, which can be completed in the school office.

## **SMS MESSAGING**

Creaney Primary School introduced SMS communications to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. For day to day absences, parents SMS 0437 156 748 before 9.00am. Please provide the name of student, reason and date of absence. This will be recorded by the school office staff. An SMS is sent to all parents whose child is absent without an explanation.

## **WITHDRAWAL OF PUPILS FROM SCHOOL DURING INSTRUCTION TIME**

Teachers have a duty of care for children throughout the school day. Pupils are not permitted to leave the school grounds without a staff-signed permission slip. Only parents/carers can sign their child/ren out using the iPad located in the school office. The printed slip is signed by administration, and parents/carers present the slip to the class teacher.

## **APPROVED CONTACT**

Anyone taking a student out of the school must be on the school's approved emergency contact list, otherwise the student will not be released. They must also supply a reasonable and valid explanation for withdrawing a student from the school program.

## **SPORT PROGRAMS**

### **INTERSCHOOL SPORT**

In order to help foster the attitudes of sportsmanship, interschool fixtures will be arranged from time to time during the year. When it is necessary to travel to another school, a permission note will be required for the participating student. This will detail the date, purpose of the trip, cost and mode of transport. The Physical Education specialist teacher coordinates the Interschool sports program which involves Years 5 and 6 students. Year 4 students may be chosen if required.

### **EXEMPTION FROM PHYSICAL EDUCATION**

All students are expected to take part in set physical education, dance and sport sessions. Students will only be exempt from these lessons if a note or medical certificate is provided to the class teacher. A hat and correct footwear must be worn during these sessions.

### **IN TERM SWIMMING PROGRAM**

Each year the Department of Education provides free swimming lessons for all students PP - Year 6 as part of the curriculum. As such, students are expected to attend. Swimming lessons typically operate during the school term for a period of 2 weeks. A fee is applicable for the bus transporting students to and from lessons.

## **POLICIES**

### **BEHAVIOUR MANAGEMENT/SOCIAL LEARNING**

At Creaney Primary School, students are encouraged to have respect for themselves, consideration for others and compassion for those less fortunate than themselves. In keeping with the school motto of "Caring", the school has a positive approach to social learning. The atmosphere of the school is friendly and harmonious with teachers praising good work and appropriate behaviour.

The school environment is one where the rights of teachers to teach and students to learn are respected; there are consequences for those who violate these rights. Parents will be informed if a child's behaviour is unacceptable and will be asked to support the school management strategies. Only through the united efforts of school and home can high expectations for children be fulfilled.

## **SOCIAL LEARNING/CLASS DOJO**

Class Dojo is a student behaviour tracking system that is applied across the school. This includes all classrooms, specialist areas and in the playground. Expected positive behaviour is recorded, accessed and monitored by staff on a daily basis to provide a snapshot of student behaviour at school. This procedure also occurs for negative behaviour. Class Dojo allows parents to monitor student behaviour and learning from their day to day activities and commitments. Dojo will also be used to inform parents about school community events.

## **PARENT REQUIREMENTS FOR CLASS DOJO**

New parents to Class Dojo will need to download the Dojo app on their phone and will require a login, which will be provided to you.

## **'EXPECTED BEHAVIOUR' MATRIX**

To assist students to be more aware of the expected behaviours required at school and to use this as a reference point throughout the year to support consistency, staff have created an 'Expected Behaviour Matrix' that aligns with the school values. This 'Expected Behaviour Matrix' assists students and teachers with developing their class rules, traffic light behaviours and the class dojo categories.

Reward play is also provided every Friday for all students who maintain their 'Good Standing' during the week. The behaviour management/social learning system reflects restorative practices and the traffic lights (Stop, Think and Do) system. Letters of Acknowledgement and Letters of Concern keep parents informed about both positive and unacceptable behaviour.

## **VIOLENCE IN SCHOOLS**

In 2019, the Minister for Education announced a new policy to address the issue of violence in Schools. Creaney Primary School has an agreed behaviour matrix aligned to our school values and social learning policy. Students engaging in deliberate physical behaviour will be immediately be referred to the school administration team and this behaviour will result in school suspension. Likewise, according to the policy, any student filming or uploading a film of physical violence will also be referred for suspension.

## **GOOD STANDING**

All schools must have a Good Standing policy. Creaney Primary School's Good Standing Policy is available on our school website.

## **PARENT FEEDBACK**

The school welcomes feedback, queries and visits from parents who wish to make suggestions or inform the school about issues of concern. Parent-teacher interviews may be requested at any time by contacting the classroom teacher. Appointments can be made with the Deputy Principal and Principal, however, it is preferred to first make an appointment with the class teacher about classroom issues/concerns. The school community is surveyed bi-annually on all operational aspects of the school.

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**2020 CREANEY PRIMARY SCHOOL STAFF STRUCTURE**

Principal	Ms Rachel Monamy
Deputy Principal	Ms Kristy Harrison
Manager Corporate Services	Ms Debra Rhodes
School Officer Level 2	Ms Lisa Leo
School Officer Level 1 Tues/Wed	Mrs Tracy Clarke
Learning Support Coordinator Mon/Tues/Wed	Mrs Emily Palmer
<b>TEACHERS</b>	
Kindergarten Yellow	Mrs Sam McCulloch
Kindergarten Blue	Mrs Emma Graffin
E1 Pre-primary	Miss Erin Sansalone
E2 Pre-primary	Miss Cara Baker
A1 Year 2	Miss Georgia Allen
A2 Year 2	Mrs Fiona Clarke
A3 Year 1	Miss Tonny Dielesen
A4 Year 1	Mrs Sue Stocks
B1 Year 4	Mr Rob Luck
B2 Year 6	Mr Chris Dowding
B3 Year 5	Mrs Pam Anderson
B4 Year 4/5	Miss Kerry Gow
B5 Year 3/4	Mr Nathan Spilcker
B6 Year 3	Mrs Dearn Batskos
<b>SPECIALIST TEACHERS</b>	
Music Tue/Thur	Mr Justin Fletcher
Music/Japanese (Juniors) Wed/Thur	Mrs Simone Cotterell
Japanese Mon/Wed	Mrs Amanda Delphin
Art Mon/Wed/Fri	Miss Pam Bartlett
Physical Education Wed/Thur/Fri	Miss Tasha Longman
<b>SCHOOL SUPPORT STAFF</b>	
Library Officer	Mrs Tracey Sutton
Education Assistant	Mrs Jackie Goldberg
Education Assistant	Mrs Danielle Gregory
Education Assistant	Mrs Marla Dunjey
Education Assistant	Mrs Judy McDermott
Special Needs Assistant	Mrs Kristie Sayers
Special Needs Assistant	Mrs Donnelle Huntley
Special Needs Assistant	Mrs Tina Cochrane
Special Needs Assistant	Mrs Kris Bell
Special Needs Assistant	Mrs Mukta Varsani
Special Needs Assistant	Mrs Megan Harwood
Special Needs Assistant	Mrs Michelle Schneider
Special Needs Assistant	Mrs Jill Maher
Special Needs Assistant	Mrs Jessica Driscoll
Chaplain	Mr Tim Mullen
School Psychologist	Mrs Kristy Mollett
Gardener	Mr Peter Sillem
Head Cleaner	Mrs Dianne De Biasi