



# CREANEY PRIMARY SCHOOL



2024  
INFORMATION BOOKLET



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# WELCOME TO CREANEY PRIMARY SCHOOL

## INTRODUCTION

'Caring' is our school motto and this forms the foundation for creating a school culture that is focused on students becoming valuable members of our society.

Creaney Primary School's priority is to provide a balanced curriculum that caters for a student's academic, physical, social and emotional needs. We aim to provide the necessary knowledge, skills and understanding required for students to reach their potential, not only in academic areas but their development as a whole.

We have an experienced and dedicated team of staff who work towards achieving the school vision and targets as outlined in the school Business Plan 2022-2024.

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.

We work together with parents/guardians, school groups, such as the School Board and P&C, and the wider school community to ensure the best opportunities for our students.

Our school's focus on Visible Learning ensures students develop the skills to be in charge of their own learning and develop the learner dispositions: persistence, resilience, self-direction, reflection and inquisitiveness.

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

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

Michael Kovalevs  
Principal



## OUR COMMITMENT

Creaney Primary Schools motto is 'Caring'. The actions of our staff, students and school community are guided by the following:

### **We care about our Community**

At Creaney Primary School we:

- Respect others
- Accept others
- Demonstrate responsible behaviour
- Value cultural diversity

### **We care about our Environment**

At Creaney Primary School we are respectful of our environment and understand the need for conservation and sustainability.

### **We care about our Learning**

At Creaney Primary School we aim to develop learners who are:

- Resilient
- Persistent
- Self-directed
- Inquisitive
- Reflective

## ADMINISTRATION

Principal	Mr Michael Kovalevs
Deputy Principal	Mr Trent Jackaman
Deputy Principal	Miss Jemma Flockhart
Manager Corporate Services	Ms Debra Rhodes
Administration and Enrolment Officer	Ms Lisa Leo
Administration Officer	Mrs Kerry Collings

## 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.

### KINGSWOOD NETWORK

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

### TERM DATES 2024

Term 1	Wednesday 31 January	Thursday 28 March
School Holidays	Friday 29 March	Sunday 14 April
Term 2	Monday 15 April	Friday 28 June
School Holidays	Saturday 29 June	Sunday 14 July
Term 3	Monday 15 July	Friday 20 September
School Holidays	Saturday 21 September	Sunday 6 October
Term 4	Monday 7 October	Thursday 12 December
School Holidays	Friday 13 December	Tuesday 4 February

### SCHOOL DEVELOPMENT DAYS

Term 1	Monday 29 and Tuesday 30 January	-
Term 2	Friday 26 April	-
Term 3	Monday 15 July	-
Term 4	Monday 7 October	Friday 13 December

### PUBLIC HOLIDAYS

Term 1	Monday 4 March (Labour Day)	Friday 29 March (Good Friday)
Term 2	Thursday 25 April (ANZAC Day)	Monday 3 June (Western Australia Day)
Term 3	-	-
Term 4	-	-

### HOURS OF INSTRUCTION

8:40am – 10:40am	School Commences
10:40am – 11:00am	Recess
11:00am – 1:00pm	Mid-Morning Session
1:00pm – 1:40pm	Lunch
1:40pm – 2:50pm	Afternoon Session

### KINDERGARTEN

5 days per fortnight comprising:

Yellow Group – Monday/Tuesday/alternate Wednesdays.

Blue Group – Thursday/Friday/alternate Wednesdays.

## OUT OF SCHOOL HOURS CARE

Located onsite at Creaney Primary School, Zig Zags OSHC provides child-led fun play whilst socialising with friends. With time to do homework as well as craft, outdoor and interactive activities, children look forward to their care at Zig Zags OSHC. Weekly learning journals are available online to see how children are developing and what they have been busy doing. First aid, asthma and anaphylaxis trained staff are on duty at all times. Significant Government subsidies of up to 85% may apply. For further information, please visit Zig Zags website [www.zigzagsoshc.com.au](http://www.zigzagsoshc.com.au) or phone 0421 369 516.

OSHC opening times are:

During term time:	
Monday – Friday before school	7:00am – 8:40am
Monday – Friday after school	2:50pm – 6:00pm

Vacation Care and Pupil free days:	
Monday - Friday	7:00am – 6:00pm

## ARRIVALS AND DEPARTURES

### ARRIVAL AND DEPARTURE

Kindergarten and Pre-primary children are to be personally delivered to and picked up from their classrooms by their parent or guardian. Students will not be permitted to leave the classroom unless accompanied by a parent or an authorised adult as listed on the School Information System.

Please be punctual at both drop-off and pick-up times. Students 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.

### PUNCTUALITY

It is essential that students arrive at school on time and 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.

### LATE ARRIVALS

Students arriving from 8:40am onwards (once the bell goes) are considered 'late'. Classroom attendance registers are electronically marked at the beginning of each day. Students arriving after the siren should go to the school office and sign in on the Passtab system. A **Late Pass** is generated and should be handed to the classroom teacher. It is important that students follow this procedure as we rely on the accuracy of the student roll to account for students in the event of an emergency situation.

### ACCIDENT OR ILLNESS AT SCHOOL

Minor injuries or illness during the day are normally attended to at school. If your child becomes unwell, you will be contacted and asked to collect them as there are no facilities at school to mind your child.

### STUDENT ABSENCES/VACATION

It is a legal requirement of the Department of Education to notify the school when a child is absent. You can do this on the morning of an absence by sending a message before 9:00am through the school's SMS system, MessageU on 0437 156 748. If using the SMS system, please provide the full name and class of the student, reason and date of absence.

Parents wishing to take their children out of school for a family holiday must complete an **In-term Holiday Form**, which can be accessed through our website, or hard copies can be collected from the school office. Parents are requested not to use Seesaw or the SMS MessageU system to report absences of this nature.

### SMS MESSAGING

The SMS communication system will send an SMS to all parents whose child is absent without an explanation after 10:00am each day. The automated message would be similar to "**CreaneyPS records show John Citizen is absent Thursday, 02/02/23. Please reply SMS student name/reason/abs date**". Where an absence has not been explained, or an unsatisfactory attendance pattern has developed, the Deputy Principal responsible for attendance will directly contact parents.

## WITHDRAWAL OF PUPILS FROM SCHOOL DURING INSTRUCTION TIME

Teachers have a duty of care for children throughout the school day. Students are not permitted to leave the school grounds without a staff-signed permission slip. Only parents or advised emergency contacts can sign child/ren out using the Passtab system located in the school office. The printed slip will be signed by a member of our administration, and parents can then present the slip to the class teacher.

## APPROVED CONTACT

Anyone taking a student out of the school **must** be on the school information system as an approved contact, or the student will not be released. They must also supply a reasonable and valid explanation for withdrawing a student from the school program.

Creaney Primary School prides itself on good communication between home and school. This communication is two-way. Please refer to our Communications Policy located on our school website for more information.

## COMMUNICATION

### COMMUNICATION

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

Seesaw	Whole school and class messages are used via this app
Creaney Website	<a href="https://www.creaneyps.wa.edu.au/">https://www.creaneyps.wa.edu.au/</a>
Newsletter Creaney Chronicle	A link is sent out through Seesaw when the Newsletter is available.
Facebook	'Like' our Facebook page through our website <a href="https://www.creaneyps.wa.edu.au/">https://www.creaneyps.wa.edu.au/</a>

## PERSONAL CONTACT DETAILS

At the beginning of each year, a student update form is sent home for parents to complete. The information provided by parents and stored on the School Information System is an important factor in the school's custodial role. Please ensure we always have your **current address, phone numbers, email and emergency contact numbers**. Please notify the school office immediately of any changes so accurate records are maintained. The wellbeing of your child depends upon us having the correct information.

## CUSTODY ARRANGEMENTS

It is the responsibility of parents to inform the school and provide documented evidence if a child is subject to any Family Court Orders or protection arrangements through the Court system. Please advise the school if your family circumstances change.

## 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 Semester 1 and 2 Formal Report. Parents new to Creaney Primary School will be sent instructions and then emailed with log in details mid Term 2 or Term 4, depending on a child's start date.

## PARENT REQUIREMENTS FOR SEESAW

Seesaw is our preferred app for all parent communication within the school and also has the ability to send personal messages between staff and home. All new families to Creaney Primary School will receive a family login (parent view) in addition to a child login. Please follow the instructions on the page.



## THIRD PARTY APPS

In 2021 the Department of Education created a Policy to protect information shared with third party services. This new process requires parents to consent for use of apps and websites which collect student information. Signing consent for use gives permission for your child's entire schooling at Creaney Primary School unless you withdraw consent in writing. As the Department continues to assess the Third Party Services available, you may be asked to complete further consent throughout the year. A notification link will be sent through Seesaw informing parents to complete this online.

The status and outcomes are:

- **No Consent.** These third party services do not collect, store or use students' personal information, or are services provided by the Department or another Government agency. These services do not need to be assessed and consent from parents is not required to use these services.
- **Notification.** These third party services have been assessed and have data storage located within Australia. Parents will be notified of the use of these services, including what the service is for, how it will be used and what student information will be disclosed.
- **Consent.** Parent consent is required for these third party services. This may be due to data being stored outside Australia, or the vendor's own terms of use.

## STUDENT MESSAGES

Only messages for children of an **urgent** nature will be taken by telephone during the course of the working day, and relayed to children.

## CREANEY CHRONICLE

The Creaney Chronicle is an electronic newsletter. A Seesaw message is sent out to families once the newsletter is available. All newsletters are available to view through our website. A comprehensive term planner and upcoming events is also provided on our website to inform parents of key activities, dates and events over the term.

## REPORTING TO PARENTS

Our staff aim to keep parents up to date with information on their child's progress. Reporting to parents for 2024 will occur as follows:

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

Teachers are required to report honestly about a student's level of achievement against the West Australian Curriculum. They will also report on a child's behaviour and effort.

## STAFF MEETINGS

Staff meetings are held every second Wednesday after school. Parents are advised that teachers will not be available for meetings on these afternoons.

## 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. Please refer to our school Communication Policy for more information.

## STUDENT HEALTHCARE AND WELLBEING

### ROAD SAFETY AND PARKING/KISS AND DRIVE

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 is located directly in front of the main entry into our school on Creaney Drive. The five most forward bays are labelled '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 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 or unauthorised parking.

For further information, please refer to our 'Kiss and Drive' parking brochure and parking map.

### GUARDED CROSSING

The WA 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. If notified, the school will advise parents of this situation via Seesaw.

### 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 and therefore food items containing nuts such as Nutella, nut muesli bars, peanut butter etc. are not permitted. We request that parents do not send these products to school with their children.

### 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 and sport.

### 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 school hat to school every day. It is policy that children wear the hat in the yard all year round. We have a policy of 'No hat, No play' in the sun. School bucket hats are acceptable - no caps please.

### BICYCLES AT SCHOOL

For safety reasons, bicycles and scooters are not to be ridden inside 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.

### SMOKING

The school grounds are a smoke free zone and we remind parents/visitors to refrain from smoking while on school property. This includes e-cigarettes/vapes.

### 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.

### 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 Edu Security on: 9264 4632.

## USE OF PLAYGROUND EQUIPMENT BEFORE/AFTER SCHOOL

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

## 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.

## GENERAL INFORMATION

### CAMPS/EXCURSIONS

Camps are dependent upon staff willingness to attend in their own time and the commitment and support of parents. Currently, we offer a Year 6 camp held at Bickley Outdoor Recreational Camp. 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 hardship 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.

### CANTEEN

Our school canteen is managed by the P&C Association. A menu is available from our school office and special deals are advertised through the fortnightly newsletters or via Seesaw. 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 Mondays, Tuesdays, Thursdays and Fridays 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 your child's name, class and the 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.

### FACTIONS

On enrolment, children are placed in a faction depending on family or faction numbers. All children from Kindergarten – Year 6 are placed in one of three factions. The faction colours are as follows:



**Red** Roos

**Green** Goannas

**Blue** Healers

## SCHOOL UNIFORM

Students of Creaney Primary School wear the school uniform as approved by the School Board. Our School Board endorsed a dress option for students from 2021. 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. Order forms and a price list 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 dress, 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

Telephone: 9270 4660

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. No thongs or dress up shoes please.

## LOST PROPERTY

All items must be clearly labelled with your child's name so that items can be found and returned easily if lost. Lost property is stored outside the library. Parents are asked to check this if they have lost something.

## MOBILE PHONES

From the beginning of 2020, the Department of Education 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



## 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

### ENROLMENTS PROCESS

Step 1 Please complete an online **Application for Enrolment Form** available on our website and provide copies of:

- Your child's Birth Certificate
- 2 x Proof of the child's usual place of residence
- Copies of any Family Court or other court orders if applicable
- Visa details if applicable

Once the school has received an application and the required documentation, an interview (Pre-primary to Year 6) is arranged with the school Principal.

Step 2 On acceptance, parents will be required to provide a copy of:

- The child's Australian Immunisation History Statement, with a status of 'up to date' (see Immunisation requirements)

Step 3 Once AIHS is received, parents complete online:

- Student Enrolment Form, Student Health Care Summary, Consent Forms and Permission for Third Party Apps

### IMMUNISATION REQUIREMENTS

Western Australia now has immunisation laws that will help to better protect our children and the wider community from vaccine-preventable diseases. On acceptance to Creaney Primary school you will need to provide your child's current Australian Immunisation Register (AIR) Immunisation History Statement, which shows your child is 'up-to-date' with all the scheduled immunisations (according to the National Immunisation Program) for their age. This Statement must be no more than two months old. If you would like to know more about the immunisation requirements, obtaining an AIR Immunisation History Statement or how to access immunisation services visit Healthy WA at [www.healthywa.wa.gov.au/Healthy-living/Immunisation](http://www.healthywa.wa.gov.au/Healthy-living/Immunisation).

### LOCAL INTAKE SCHOOL

Creaney Primary School is a Local Area intake school meaning enrolments are taken from a prescribed catchment area in the suburb of Kingsley. If our school has further capacity after making provision for local area intake needs, applications will be considered.

When the school receives an application, the following criteria is applied to prioritise as per the Department of Education'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.
- 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 or Greenwood College.

## CONTRIBUTIONS AND CHARGES

### CONTRIBUTIONS, CHARGES AND PERSONAL USE ITEMS

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

**Personal Use Items:** Many parents order these items through Campion Education. The children will need to have the items listed in their possession from their first day of enrolment for the year in order to maximize their participation in the learning programs. 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 on page 14 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.

### VOLUNTARY CONTRIBUTIONS 2024

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.

The total amount of voluntary contributions is in accordance with the School Education Regulations 2000. Voluntary contributions for 2024 are set at \$60.00 per child as approved by the School Board.

Payments can be made in full through the following options;

- Personal Items List (option for payment available listed under the 'Voluntary Contributions' section of the list)
- Qkr app (labelled as 'Voluntary Contributions' in the Qkr app)

Creaney Primary School has introduced a new way to pay all school related fees and charges using the app, Qkr. You can pay your voluntary contributions through the app if you do not choose to pay with your child's personal items. The Voluntary Contributions will be loaded onto the Qkr app at the beginning of the school year as an event.

Should you wish to pay in instalments, a schedule can be made for the year by contacting Debra Rhodes, Manager of Corporate Services, on 9408 2900. An invoice will be forwarded each term to families who have not paid their Voluntary Contributions.

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 Campion Education.

### MONEY COLLECTIONS/QKR APP

All voluntary contributions, school activities, excursions, incursions, camp and musical instrument hire are to be paid through the Qkr App. This can be downloaded for free from the Apple App store for iPhones (iPads should download the iPhone App) or from Google Play for Android phones and tablets.

### CHARGES 2024

The charges schedule includes:

- Specific learning activities which are available to **all** students but conditional upon a payment being made e.g. incursions, excursions, recreational activities etc.
- Specific learning activities which are available to **selected** students but conditional upon a payment being made e.g. school camp, dinner/dance, PEAC, Instrumental Music.

The following table illustrates the estimated **maximum** charges per year level for 2024. Actual charges incurred may be considerably less.

Description	K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Incursions</b>	\$50	\$40	\$40	\$40	\$40	\$40	\$40	\$40
<b>Excursions</b>	\$30	\$50	\$50	\$50	\$50	\$50	\$50	\$50
<b>Interschool Sports</b>	-	-	\$15	\$15	\$15	\$30	\$30	\$30
<b>PEAC</b>	-	-	\$10	\$10	\$10	\$50	\$215	\$300
<b>Instrumental Music</b>	-	-	-	-	-	-	\$120	\$120
<b>Interm Swimming</b>	-	\$60	\$60	\$60	\$60	\$60	\$60	\$60
<b>Year 6 Social Dance and Edu-dance</b>	-	-	-	-	-	-	-	\$40
<b>Year 5 Social Dance and EduDance</b>	-	-	-	-	-	-	\$40	-
<b>Year 6 Dinner Dance</b>	-	-	-	-	-	-	-	\$75
<b>Edu Dance</b>	-	\$40	\$40	\$40	\$40	\$40	-	-
<b>Year 6 Farewell Activities</b>	-	-	-	-	-	-	-	\$35
<b>Year 6 Graduation Polo Shirt</b>	-	-	-	-	-	-	-	\$40
<b>Year 6 Camp (Camp to be confirmed)</b>	-	-	-	-	-	-	-	\$450
<b>School Photos</b>	\$30 - \$70	\$30 - \$70	\$30 - \$70	\$30 - \$70	\$30 - \$70	\$30 - \$70	\$30 - \$70	\$30 - \$70

#### 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.

#### P&C CONTRIBUTIONS/FUNDRAISING:

Creaney P&C  
 BSB: 036 - 226  
 Account: 688519  
 Reference: Child's Surname, First Name

#### PARENT INVOLVEMENT

##### P&C ASSOCIATION

The official parent representative body is the Parents and Citizen's Association (P&C). 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 generally held during Week 4 and Week 8 of each term at 7:30pm 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

The School Board has developed a constitution, a copy of which is available on our website. 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. Assemblies occur in the Hall on a Friday morning and commence at 8:45am. Merit Awards are presented to students from each class at these assemblies and items are performed by the designated class. The school has a closed assembly on Fridays when formal assemblies are not scheduled. This is called our 'Friday Muster'.

## 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 (for example 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:

Deputy Principal	Mr Trent Jackaman
Deputy Principal	Miss Jemma Flockhart
School Psychologist	Mrs Kristy Mollett
School Chaplain	Miss Emma Alega
School Nurse	Ms Dominique Steynberg

## LEARNING SUPPORT

The Deputy Principal is responsible for the case management of Students with Educational Needs (SEN). A School Psychologist is also available to Creaney Primary School.



## 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 and conflict resolution.

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 the Chaplain through the school office.

## DENTAL CLINIC

A Dental Therapy Centre is located at 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 PSYCHOLOGIST

The services of the School Psychologist are free and available through referral. Parents may also make an appointment with the School Psychologist through the Deputy Principal to discuss any concerns they have regarding the progress and development of their children.

The School Psychologist visits our school on a negotiated part-time basis to assist with educational and development needs of students. Students are normally referred to the Psychologist through teachers or the Deputy Principal. Parents with concerns about their child should discuss these with their child's teacher, who may deem it appropriate to make a referral. Access to the School Psychologist is prioritised on a 'needs' basis and therefore, students may be on a waiting list.

## SCHOOL NURSE

Our school Community Health Nurse is employed by the North Metro Health Service. They 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.

## CHRONIC OR SERIOUS HEALTH PROBLEMS

On enrolment, you are asked to complete a **Student Health Care Summary**. If you have indicated in **Section B** a specific health condition such as asthma, diabetes, severe allergic reactions, heart problems or any other health problems, you will be given an Emergency Action Plan for you and your GP to complete. These Emergency Action Plans are to be updated on a yearly basis. Parents should ensure their children have an adequate supply of appropriate medication at school.

## STUDENT MEDICATION

Parents requesting the administration of medication for their child are asked to complete **Form 3 – Administration of Medication**, available from the school office. Medications prescribed by a GP must be in its original packaging and clearly labelled with the child's name, dosage, storage information and method of administration. Medications will then be stored and administered through their classroom for students in Kindy/Pre-primary, and through the school office for students 1-6. Parents may come to school to administer medication to their child without the need for written permission, however, must sign in. Restricted/long term medications such as Ritalin are stored and administered to students at the school office. Parents are required to complete **Form 2 – Generic Health Care Plan**. Epipens for students, and school Epipens are kept in 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). Should your child come into contact with COVID19, please contact the school immediately. Children at school suspected of having an infectious disease will need to be collected. If we notice a 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.

## **SPORT PROGRAMS**

### **INTERSCHOOL SPORT**

In order to help foster the attitudes of sports-person-ship, 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 swimming lessons as these form part of the West Australian Curriculum. Students will only be exempt from these lessons if a note or medical certificate is provided to the class teacher. A hat and appropriate attire 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 and for entry to the pool.

## **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 learner 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.

### **'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.

The behaviour management/social learning system reflects restorative practices and the traffic light (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 immediately be referred to the school administration team and this behaviour may 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.

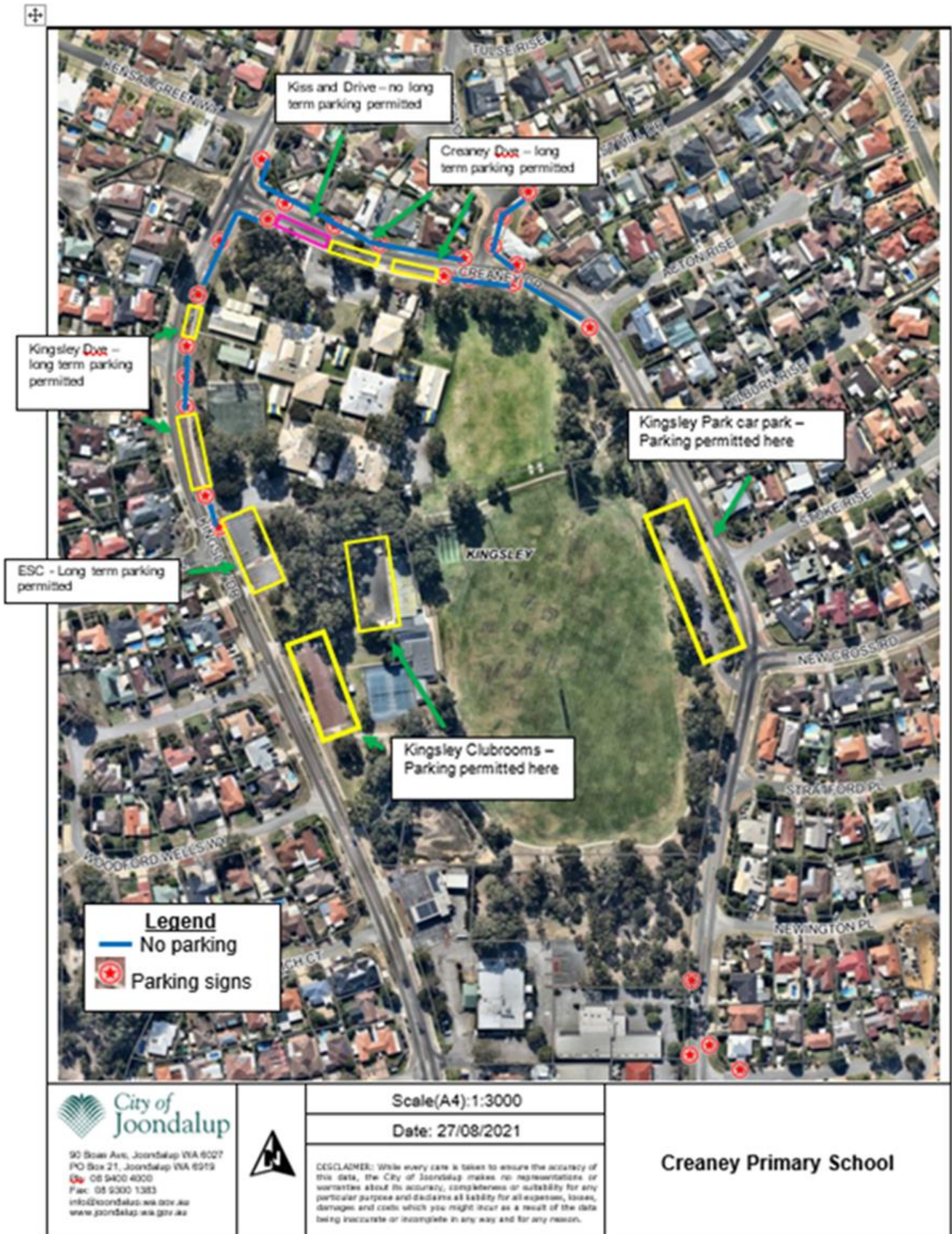
## **FEEDBACK**

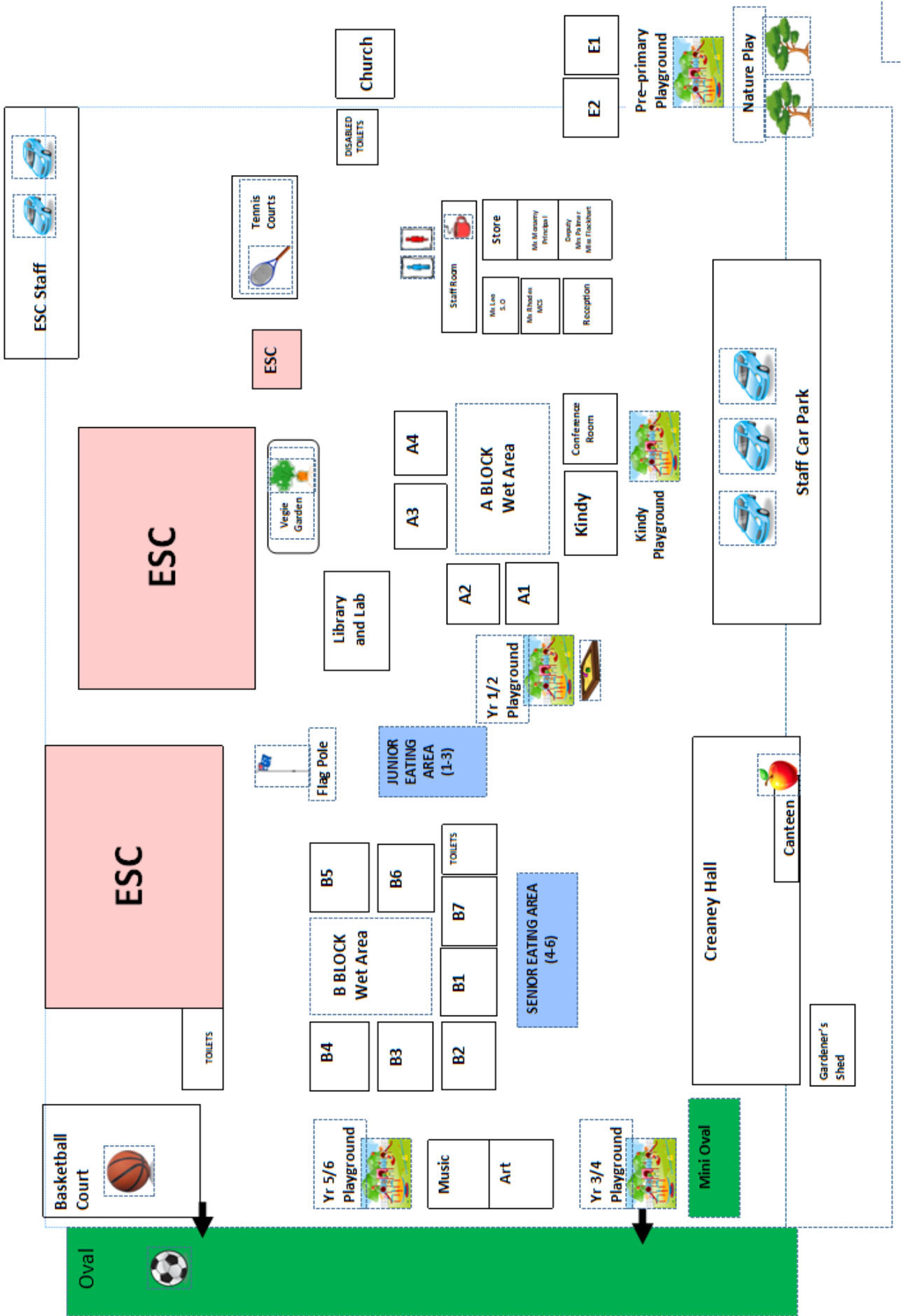
### **PARENT FEEDBACK**

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.



# PARKING AROUND THE SCHOOL







## STAFF STRUCTURE

Principal	Mr Michael Kovalevs
Deputy Principal	Mr Trent Jackaman
Deputy Principal	Miss Jemma Flockhart
Manager Corporate Services	Ms Debra Rhodes
Administration and Enrolment Officer	Ms Lisa Leo
Administration Officer	Mrs Kerry Collings
<b>TEACHERS</b>	
Kindergarten Yellow	Mrs Sam McCulloch
Kindergarten Blue	Mrs Emma Graffin
Year PP	Miss Eliza Ackland
Year PP	Mrs Kate Burley/Mrs Simone Cotterell
Year 1	Ms Leanne O’Gorman/Mrs Rebecca McInnes
Year 1/2	Miss Tonny Dielesen/Mrs Sue Stocks
Year 2	Mr Dan Ryan
Year 2/3	Miss Georgia Allen
Year 3	Mrs Melissa McDonald
Year 3	Mr Nathan Spilcker
Year 4	Mr Chris Dowding
Year 4/5	Mrs Fiona Clarke
Year 4/5	Mrs Tammy Douce
Year 5/6	Mrs Pam Anderson/Mrs Melinda Hoff
Year 6	Mrs Belinda Russell/Miss Tasha Longman
DOTT	Miss Tasha Longman
Early Childhood DOTT	Mrs Simone Cotterell
<b>SPECIALIST TEACHERS</b>	
Music	Ms Kiki McCormack/Mrs Sue Stocks
Japanese	Mrs Amanda Delphin
Art	Ms Pam Bartlett/Miss Tasha Longman
Physical Education/Health	Mr Jarred Moon
Digital Technology	Miss Tasha Longman
<b>SCHOOL SUPPORT STAFF</b>	
School Psychologist	Mrs Kristy Mollett
Chaplain	Ms Emma Alega
Library Assistant	Mrs Tracey Sutton
Special Needs Education Assistant	Mrs Donnelle Huntley
Special Needs Education Assistant	Mrs Tina Cochrane
Special Needs Education Assistant	Ms Donna Peters
Special Needs Education Assistant	Mrs Jill Maher
Special Needs Education Assistant	Mrs Caroline Boldra
Special Needs Education Assistant	Mrs Tess Mak
Special Needs Education Assistant	Miss Ella Fraser
Special Needs Education Assistant	Mrs Melissa Lake
Special Needs Education Assistant	Miss Charlotte-Rose Rainbow
Special Needs Education Assistant	Mrs Natalie Schmeiss
Special Needs Education Assistant	Mrs Brandy Madigan
Special Needs Education Assistant	Mrs Sharon McCrae
Special Needs Education Assistant	Ms Rachel Nelson
Education Assistant/Special Needs Education Assistant	Mrs Megan Harwood
Education Assistant/Special Needs Education Assistant	Mrs Judy McDermott
Education Assistant	Mrs Jackie Goldberg
Education Assistant	Mrs Danielle Gregory
Education Assistant	Mrs Marla Dunjey
Education Assistant	Ms Sienna Nicholaidis
Gardener	Mr Peter Sillem/Mr John Marley
Head Cleaner	Mrs Dianne De Biasi