Information Book

A caring, holistic and challenging learning environment nurturing and celebrating individual potential
Welcome to Darlington Primary School. We trust your association with the school is long, happy and rewarding. This booklet is designed to provide you with as much information as possible regarding the organisation, programs, policies and practices at the school.

If any areas of the booklet require confirmation or further explanation, please feel free to contact the office at any time, while the school is open for operation.

We value your support as parents and your involvement in your child’s education. Working together in a true partnership with the home and the school achieves positive relationships and affords your children the best possible education.

We look forward to working with you to realise this goal as your children progress through their school education at Darlington Primary School.

**OUR VISION**

Darlington Primary School will provide a caring, holistic and challenging learning environment that nurtures and celebrates individual potential.

**WE VALUE**

- Our strong sense of community
- Our environment
- Being a welcoming and inclusive school
- Having high expectations
- Having a healthy body and mind.
The school’s emblem is a dibbler looking over the top of a banksia flower. The dibbler was chosen as the animal in our emblem because it once lived in the hills around the school. There is a picture of a real dibbler in the school office.

The emblem was designed in 1972-73 by the class taught by Art teacher, Mrs Anne Nemeth. There have been attempts to have a more stylised drawing but, each time, the school has voted to retain the little figure on the banksia flower.

In 2015 a bronze sculpture of a dibbler and a honkey-nut created by artist, Gordon Mitchell, from drawings done by the students of Year 5 Room 4 with Art Specialist Helen Bycroft and Class Teacher Anne Sullivan, was placed in our gardens.

When we look at our emblem, it reminds us to be proud of our school, determined to show initiative, trust and tolerance, and work to protect our native flora and fauna.
The school was originally established in 1912 and moved to its current location on 28th October 1913. Only two buildings from this era have survived – Room 12 which was constructed in 1915 and the adjacent lunch shed. These have both been recognised by the National Trust as being of Historical Significance. In fact, Room 12 is the oldest school building, in the Shire of Mundaring, still being used as a regular teaching area.

The classrooms in the main school are set out in a traditional linear layout. Extensive renovation in all classrooms occurred in recent years. The Early Learning Centre, consisting of three classrooms and a wonderful garden and outdoor play area, was constructed in 2010. It accommodates the kindergarten classes and the majority of the pre-primary students. If it is necessary to form a PP/Year 1 class, there is a purpose designed early childhood classroom in the main school.

Additional facilities include a library, with a computer laboratory, and purpose built music and art rooms. The Covered Assembly Area and canteen were refurbished in 2011. An amphitheatre, constructed by students and parents in the late 1970s, was extensively renovated in 2012 as the P & C’s Centenary Gift to the school. This is a unique and magnificent feature in the school grounds and is used for assemblies, concerts and productions.

The school maintains a long and strong tradition of providing quality education for children from the local area. It is not uncommon for current students to have followed their parents and grandparents in attending the school.

**School Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.35am</td>
<td>Classrooms open</td>
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<tr>
<td>8.45am</td>
<td>Lessons commence</td>
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<tr>
<td>10.45am</td>
<td>Crunch &amp; Sip</td>
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<tr>
<td>10.50am</td>
<td><strong>Morning Recess</strong></td>
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<tr>
<td>11.10am</td>
<td>Lessons resume</td>
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<tr>
<td>1.10pm</td>
<td><strong>Lunch: Eating time</strong></td>
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<tr>
<td>1.20pm</td>
<td><strong>Lunch: Play period</strong></td>
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<tr>
<td>1.50pm</td>
<td>Lessons resume</td>
</tr>
<tr>
<td>2.55pm</td>
<td>Pack up - discussion time</td>
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<tr>
<td>3.05pm</td>
<td>End of day</td>
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**Please Note:** Parents are asked to ensure that children arrive at school at or after 8.30am. Children arriving before this time are to sit on the seats outside their classroom until their teacher arrives. All classrooms will be open at 8.35am.

In accordance with Education Department regulations, a child is not permitted to leave the school grounds during the school day, without the necessary consent of their parent/caregiver. Please call into the office to sign your child out in such instances.

Parents are asked to ensure that their children are aware of where they will be collected at the end of the school day. Any students not collected from school by 3.25 pm should report to the office.
Darlington’s curriculum is based on the learning areas of English, Mathematics, Science, History and Social Sciences (HaSS), Languages (French), The Arts (Visual and Music), and Health & Physical Education.

The implementation of the curriculum is based on the principles embodied in the West Australian Curriculum, which is implemented in all schools. At parent meetings and at other times offered throughout the year, teachers will provide further information about the way the curriculum is developed and how your child’s progress is reported.

All Learning Areas are delivered in accordance with the implementation plan for the WA Curriculum Assessment Outline. Parents can find further information at http://www.scsa.wa.edu.au

Teachers are engaging in ongoing professional learning to ensure they are well placed for full implementation of the Australian Curriculum in the coming years.
Languages (French)

French is taught to our Year 3-6 students by a specialist Language teacher. In addition to developing the knowledge, skills and understandings to communicate in a language other than English, students acquire cultural understandings, are exposed to systems of another language and develop language learning strategies, with communication as the main outcome.

Physical Education

All classes from K-6 participate in regular Physical Education lessons. The program focuses on the acquisition of fundamental movement skills and the development and application of major games skills, understandings and strategies.

Students are required to wear a hat and appropriate footwear for all physical activity. They are encouraged to wear their faction shirt on the days when they have Physical Education lessons and sport.

Lap Club operates on Tuesday and Thursday mornings, from 8.35am. Students complete laps of the cross country course around the perimeter of the school site, to improve their stamina and fitness.

Each year, the school holds Faction Carnivals in swimming, cross country running and athletics. Representative teams are also selected to compete in interschool events, such as swimming, athletics, cross country, and winter sports lightning carnivals, as part of the Hills Education Community Sporting Association (HECSA)

Students who have health issues which may impact on their ability to participate in Physical Education classes are required to provide a note from their parent detailing what level of physical activity they may undertake and the expected length of time this will apply for.

In-term swimming classes are conducted annually for all students from Pre-primary to Year 6, by specialist AUSTSWIM qualified teachers. The classes are usually held in Term 1. These lessons form part of the Physical Education curriculum and students are expected to attend. Parents are advised of arrangements through the school newsletter.
Music

The school has the services of a specialist music teacher three days per week. The aim of the music program is to enable children to be musically literate by the end of Year 6. Students are gradually taken through a program that deals with developing an understanding of the complexities of beat, rhythm, pitch, tempo, dynamics, tone, form and style.

Studies of Music in Society, creative music and reflecting on and responding to Music are also included in the program. All children learn to play un-tuned, and then tuned percussion. We also provide opportunities for children to be part of our band and choir.

Peripatetic Music Teachers, through the Department of Education’s School of Instrumental Music, also offer courses in classical guitar and brass instruments, to selected students. Students are identified on the basis of a musical aptitude test conducted in Year 4 and then commence a small group tuition program of weekly lessons in Year 5 and 6.

Visual Arts

A specialist visual arts teacher delivers a comprehensive program each week.

The Visual Art program covers all areas of the curriculum, using a variety of art forms including drawing, painting, ceramics, sculpture, printmaking, textiles and weaving.

A fine selection of artwork is always on display in and around the school.
Absentees

The School Education Act 1999 states that students must attend school the school in which they are enrolled, on all days on which the school is open.

Department of Education regulations require that every absence is explained by the child’s parent/guardian. These explanations are noted and retained and must coincide with absences marked on the daily attendance register. Any continual unexplained absences will be referred to the school administration and where necessary the North Metropolitan Regional Office.

Parents can inform the school of their child’s absence by:

- Verbal or written communication with the class teacher; or
- Phone call to the school’s office.

Parents are reminded that extended absences due to family holidays may negatively impact on students’ progress and on the teacher’s ability to accurately report on student progress and achievement. In line with the Department of Education’s Attendance policy, parents are asked to arrange family holidays during vacation time. In addition, students should not be absent due to special occasions such as birthdays etc. Every school day counts.

A record of each child’s attendance is provided in school reporting during the year.

Accidents/Sick Children

Whilst every effort is made to care for sick children, please do not send them if they are obviously unwell. They are generally more comfortable at home and the risk of infection to other students and staff members is reduced if they do not attend.

Members of the office or administrative staff will attend to children requiring first aid treatment during school hours. If a child is unable to return to class due to illness or injury, efforts will be made to contact parents or the emergency contact number. It is preferable for children to be aware of people listed as their emergency carer, in case they need to be collected from school unexpectedly.

If contact cannot be made, the child will be cared for in the medical room or, in an emergency, transported to medical facilities by the most expedient method, either staff member’s car or ambulance. Please note, parents/guardians will be required to meet the costs of any emergency medical treatment, including the cost of ambulance transport.

It is also important to notify the school of any chronic illness or allergies that may affect a student’s participation in school activities. Appropriate Medical Action Plans will be negotiated for any students who may require special treatment in certain circumstances. The advice of the child’s medical practitioner will form the basis of such action plans.

Please ensure phone numbers and the phone numbers of emergency contacts are kept up to date.
Allergies
Darlington is an 'ALLERGY AWARE' school. There may be students in your child’s class who have severe allergies to food or other substances. In some cases, these allergies can be life threatening. Consequently, when packing your child’s lunch and snacks, it would be appreciated if you could find alternatives to nuts, peanut butter and fish products.

Parents are asked to ensure that all current information regarding allergies and conditions which require emergency care and procedures is provided to the school office staff for inclusion in the school's records. If required, an emergency care plan, which includes a photo, will be developed for these children in consultation with the school and the family.

Animals on School Grounds
In accordance with DOE Policy, animals are not permitted on the school grounds. Whilst walking your dog when you collect your children is a very pleasant and time efficient activity, if you choose to do this, please meet your children away from the school grounds (perhaps at the Railway Reserve) where there are fewer people. Brining pets to school for specific class activities requires that arrangements are negotiated with the class teacher for each situation.

Assemblies
The children meet regularly on Fridays for assemblies. Assemblies commence at 9.00am and take place in the covered assembly area or the amphitheatre. Honour Certificates, sports results and other awards are presented. Each class will take responsibility for presenting one assembly per year, and the Student Council will coordinate several assemblies during the year. Parents are most welcome to attend.

Assessment & Reports
Student assessment is an ongoing process and includes a variety of forms, both formal and informal. All schools are required to adhere to the Department of Education’s Curriculum, Assessment and Reporting policy which is mandated for all government schools throughout WA.

Reporting to parents will include:
Information Evening in Term 1

- Written reports at the end of each semester
- 2 or 3 way conferences at which examples of the student’s work are discussed
- Formal and informal meetings with parents on a needs basis

Pre-Primary children undertake the Department’s state wide On-entry Assessment Program in Term 1. The purpose of this program is to provide teachers with an opportunity to collect information on the essential literacy and numeracy skills and understandings of each child in their class. This assists teachers to develop informed and intentional teaching for play-based programs, designed to foster each child’s learning, reflective of individual needs.

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May.

Assessments are also undertaken in Term 4 as part of the school’s Assessment Schedule. These assessments assist in measuring growth of achievement in Literacy and Numeracy and identifying areas requiring remediation.
Bicycles/skateboards/scooters
Whilst every precaution is taken, we cannot accept responsibility for the security of bicycles, skateboards or scooters at school. Children riding to school should ensure that their mode of transport and helmet are secured with a padlock and chain in the bike racks. In the interests of safety, bikes, skateboards and scooters are not to be ridden in the school grounds.

**NOTE: BICYCLE HELMETS ARE COMPULSORY!** This law may be enforced randomly by a Community Police Officer.

Canteen
The P&C operates the school canteen 3 days a week – Monday, Wednesday and Friday. The canteen is staffed by a Canteen Manager and volunteer helpers.

Our canteen conforms to the WA Government’s healthy food requirement, commonly known as the “traffic light system”. Lunch orders, placed online at flexischools.com or (written on lunch bags), are to be placed or taken to the canteen before school.

Recess snacks may be purchased from the canteen. Menus and price lists are available from the canteen or office and on the school’s website. Volunteers are always needed. Please contact the office or Roz, our Canteen Manager, if you are able to assist.

Contributions and Charges
Parents will receive a copy of the schedule of Contributions and Charges approved by the School Council for the school year. These funds support additional programs during the year. It is school policy to minimise expense to parents as far as possible, so these charges are carefully considered. Please contact the school should you need to arrange alternative payment methods.

We urge you to pay your **Voluntary Contributions** to the office within the first two weeks of the school year as this will assist in covering additional expenses in the ensuing year. The school voluntary contribution is **$60.00 per child**. Parents are also invited to make a voluntary **donation of $20.00** to the P & C.

Class Placements
All students at Darlington Primary have access to quality education from our committed and professional staff. Classes are created with due thought given to the placement of EVERY child. Many considerations are taken into account including: learning styles; academic strengths; social and emotional factors; gender balance; learning support requirements; and friendships. All staff are involved in the class placement process. Placements are ultimately the responsibility of school administration.
Communication
Promoting open lines of communication between home and school is vital. At each level from K – 6, communication between home and school may take many forms appropriate to the child’s level of development. This process keeps parents informed and provides opportunity to quickly and positively address any problems together before any negative patterns develop which may impact upon the child’s learning.

❖ Information Meetings
During Week 3 of Term 1 all teachers conduct an Information Meeting. The purpose of this meeting is to allow teachers to share classroom policies and procedures and explain how parents/caregivers can best support their child’s learning program. These meetings are not for individual interviews. It is requested that children do not attend and they should not be left unsupervised in the school grounds whilst these meetings are held.

❖ Parent-Teacher Communication
Parents are welcome to discuss any matter of concern with the class teacher and/or the Principal. A note to the teacher or a phone call to the office requesting a suitable time is the best procedure.
Parents are encouraged to be keep teachers informed of circumstances which may have an impact on a child’s learning.

❖ Newsletters
The school newsletter is produced and emailed fortnightly. It is available on the website and on our Skoolbag App (for Smart phones). A hard copy will be kept in the front office for families without email. The newsletter is an important form of communication between school and home and is jammed packed with interesting information that’s relative to both parents and students, including fantastic photos of student activities. Please ensure that you read the newsletter, which gives current information about what is happening at Darlington Primary. Please advise the office of any changes to your email address.

A calendar of events for the term is sent home at the beginning of each term. Please keep this handy for reference during the term and update as necessary from the weekly newsletter.

Members of the P & C produce a newsletter called “The Dibbler”. Parents may use this as a further means of communication. These can also be found on our school’s website: http://www.darlingtonps.wa.edu.au/

❖ Reports
All schools are required to adhere to the Department of Education’s Curriculum, Assessment and Reporting policy which is mandated for all government schools throughout WA. The school reports to parents in a number of ways throughout the year.
These include:
  • Information Evening in Term 1
  • Written reports at the end of each semester
  • 2 or 3 way conferences in Term 3, at which examples of the student’s work are discussed
  • Formal and informal meetings with parents on a needs basis
Complaints
In the first instance, classroom related incidents should be directed to the classroom teacher. If the matter is not resolved satisfactorily, then contact the school administration as soon as possible. All staff members at Darlington Primary are responsible for managing the resolution of concerns. Every effort will be made to promptly resolve such matters according to the principles of procedural fairness.

If your concerns cannot be resolved, the complainant can forward written complaints to the Executive Director for the North Metropolitan (Schools). Complaints can be made by letter, by email, or by fax.

Dental Therapy Clinic
The school dental service provides free ongoing preventative and general dental care for Pre-Primary to Year 11 students in W.A. who complete an enrolment form. Children from our school can access treatment through the mobile Dental Therapy Clinic. You will be advised where this located.

Early Collection of Students
Parents or caregivers who need to collect children for appointments during normal schools hours are required to report to the office, where they will be asked to sign a release form. They then present a copy of the release slip to the class teacher, to confirm that the school is aware of the arrangements for the child’s early departure. Children will only be released to authorised persons on their contact list. Students attending PEAC or other external programs also need to be signed out at the front office. This ensures students’ whereabouts are known at all times.

Emergency Details
Parents should ensure that emergency contact numbers are up to date. It is suggested that two emergency numbers be provided. (See Accidents/Sick children). It is the parent/caregiver’s responsibility to advise the school of any changes to these numbers that occur during the year. A student update form will be sent out in Term 1. Please ensure any changes to your contact details are made and these forms are returned to the school even if there are no changes to your child’s details.

Excursions/Incursions and Camps
Off-site/on-site activities to enhance the educational program are planned by teachers throughout the year. All excursions and camps are approved by the Principal and will meet Departmental guidelines and link to the curriculum program. Advance notice of such events (including details and costs) is provided to parents and permission for children to attend must be signed by parents. Maximum annual costs are set out in the Fees and Charges Schedule each year.

The school has the right (and responsibility) to exclude from excursions students who may present a risk to the safety of themselves and/or others as well as those whose behaviour has indicated they are unable to accept responsibility for behaving appropriately. Parents will be notified of alternative supervision in this case.

Teachers may call for parent volunteers to assist with excursions and camps to comply with appropriate adult/student ratios. In accordance with Department guidelines the school requires appropriate documentation to be completed by parent volunteers.

Students may only attend excursions with the written permission of their parents/care givers.
Please Note: From time to time, groups of students may engage in activities in the local area within walking distance of the school. At enrolment, parents are asked to sign ongoing permission for their children to participate in such activities. Students for whom such permission has not been signed will remain at school for the duration of any excursions of this nature.

Enrolment
An Application for Enrolment form must be submitted for the principal’s approval before enrolment can be offered. Parents or guardians are required to present: a copy of the student’s birth certificate as proof of age; immunisation records; and proof of home address details. Where applicable, details of the student’s previous school enrolment will be requested. The school must be made aware of any Family Court Orders or immigration visas relating to the student.

Factions
Our factions are: Green, Red, Blue and Gold. Your child will be placed in a faction at the time of their enrolment. Families will be grouped in the same faction and will remain in this faction throughout their time at the school. Students are encouraged to wear their faction polo shirts for Phys Ed and during sport lessons.

Hats
As a Sun Smart school, and in accordance with the Sun Smart policy, endorsed by School Council, all students are required to wear a broad brimmed hat every day. Students will not be permitted in the sun without wearing an appropriate hat. They will be required to remain in shaded veranda areas of the school. An appropriate brimmed hat is required when participating in all Phys Ed lessons and sport. These hats are available at the uniform shop.

Head Lice
Pediculosis (head lice) is an ongoing medical problem in many government schools. Eradication of the problem requires vigilance and cooperation, on behalf of both the school and parents, in detecting and treating infestations. If a student is found to have head lice, parents will be contacted to take them home. Students will not be permitted to return to school until it can be confirmed that they have received appropriate head lice treatment. Information brochures are available from the office.

Regulation 29 (1) under the School Education Act s123 (1) gives the principal of a government school the authority to approve a member of the teaching staff, or another officer at the school, examining the head of any student at the school, for the purpose of ascertaining whether head lice are present.

Section 27 of The Act applies in the case where a student is found to be suffering from a contagious medical condition. The parents of students found to have head lice will be contacted to take them home. If the school is unable to contact parents, the student will carry out their school work in the office, away from other students.

High Temperatures/Hot Weather
All classrooms at the school have evaporative air-conditioning. When there is a prolonged period of hot weather, the teaching and learning program may be modified to cater for the needs of the students.

Children are encouraged to bring a small resealable, non-breakable drink container, full of cold water, to school every day. They are able to take these into class during all lessons.
Homework
The School Council, in consultation with the community, has endorsed the expectations as outlined in the Homework Policy. Homework is intended to provide students with an opportunity to consolidate and revise concepts taught in class. It may also involve the completion of work commenced in class time, and the consolidation of research skills. Regular homework will enable students to form healthy attitudes, habits and time management skills for secondary and tertiary study. Copies of the policy are available on the school’s website.

Images & Internet Permission
Upon enrolment at Darlington Primary School, parents are asked to give permission for their child to access computers as part of the school curriculum. This may involve supervised access to the internet. Parents are also asked for their permission for Darlington Primary School to use images and articles of work of the student.

You may withdraw your consent, at any time, by contacting the school in writing.

Immunisation
Parents are advised to check the immunisation needs of their child, especially those commencing school for the first time. Protection against the following is recommended:

*Diphtheria   *Tetanus       *Whooping Cough
*Polio        *Measles       *Mumps

The danger from the presence, at school, of children suffering from an infectious disease arises chiefly from their attendance at two periods:
• Whilst suffering from the early symptoms: and
• When convalescing from the disease, but still retaining infection in their person or apparel.

Please refer to the exclusion periods set out in Infectious Diseases section.
Inclusive Education
Every child has the right to learn. At Darlington Primary all students will be given every opportunity to enhance and develop their own individuality. Students will be cared for in a safe environment, which will be free from bias and discrimination. Inclusive education procedures have been developed to assist in catering for specific learning needs.

Infectious Diseases
Students are required to be absent from school for the duration of any infectious period. Health Department regulations on the exclusion from school for specific infections may be obtained from the office. The following infections require children to be excluded:

**Chicken Pox, Measles, Mumps, Rubella,**

**School Sores, Conjunctivitis and Whooping Cough.**

**Chicken Pox:**
Exclude until at least five days after the eruption first appears. Some remaining scabs do not justify exclusion.

**Conjunctivitis:**
Exclude until discharge from eyes has ceased.

**Diarrhoea:**
Exclude while diarrhoea is present.

**Glandular Fever:**
Exclude until child is well.

**Head Lice:**
Exclude until effective treatment has been instituted.

**Hepatitis A:**
Exclude, re-admit on medical certificate of recovery,

**Herpes:**
Exclude while lesions are open and weeping.

**Influenza:**
Exclude until well.

**Measles:**
Exclude, for at least four days after onset of the rash.

*Measles cases also require the exclusion of any non-immunised children from school.*

**Mumps:**
Exclude – at least nine days after onset of symptoms.

**Ringworm:**
Exclude until day after treatment has commenced.

**Rubella:**
Exclude until at least four days after the onset of rash. Exclude - anti biotic treatment for at least 24 hours.

**Scabies:**
Exclude until the day after treatment has commenced.

**School Sores- Impetigo:**
Exclude until effective treatment has commenced. Sores on exposed surfaces must be covered.

**Whooping cough / pertussis:** Exclude until 5 days after starting antibiotic treatment.
Insurance Cover and Children
Neither the Department of Education, nor the school, insures children against injury at school. This is the responsibility of parents. School children’s accident insurance cover, which provides 24 hours per day cover, can be arranged privately.

The Department of Education does have a public liability insurance policy that covers their liability in case of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

On school excursions, camps, swimming etc., where children travel by bus or private car, they are covered by normal Third Party Insurance, the premium for which is part of both car and bus licence fees. Some bus companies do carry an additional public liability policy but, again, this would only cover negligence on the part of the company.

Jewellery
In accordance with our School Dress Code, and in the interests of your children’s safety, the wearing of jewellery, except studs and sleepers in pierced ears and/or watches, is not permitted.

Late Arrival
Children are required to report to the office, if they arrive late to school, and a late note will be issued. The class teacher will record this information.

Library
Each class has a timetabled session in the library each week as well as opportunities to access its resources for research at other times, as required. All classes, K – Year 6, will have the opportunity to borrow from the library each week. In order to do so, each child is requested to have a library bag (preferably waterproof).

The Library is fully automated and contains a variety of book and multi-media resources. All staff and students have access to a variety of on-line resources and are able to search the library resources from any networked computer in the school environment. At regular times during the week, the library is opened at lunchtime for student use.

Parents are welcome to assist in the library. Many “hands” are helpful for the maintenance of library books. Call the office if you are available to help out.

Note: Payment will be required for the replacement of “damaged beyond repair” and lost resources. All books are checked for damage on return, before being returned to the shelves for further borrowing.

Lost Property
All lost property is stored in a wooden box located in the office foyer. At the end of each term lost property will be displayed after a morning assembly when parents will have the opportunity to view it. Notice of this will be given in the newsletter. To keep lost property to a minimum, please ensure all items are marked with your child’s name.

Unclaimed clothing will be sent to local charities or washed and used for emergency clothing. School uniform items that are not claimed may be washed and offered for sale as second hand uniforms through the P&C uniform shop.
**Medication**
In accordance with DOE policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office. Forms for ongoing administration of medication require the signature of the prescribing doctor. Any changes to medication will require alteration to these forms as they are a legal instruction to those taking the responsibility for administration. Students may not bring any medication or herbal preparations to school to self-administer from their bag. The only approved medication to be kept in bags is asthma inhalers.

**Mobile Phones**
Students are not permitted to bring mobile phones to school unless prior arrangement has been made. These arrangements will only be approved for extenuating circumstances. If children bring phones to school they need to be handed into the front office for safe keeping throughout the day.

While students are at school, all communication and contact will be made through the school office. This maintains security and confidentiality for students’ families.

**Money Collection**
Money for class based and whole school events should be sent to the class teacher in an envelope indicating the child’s name and the purpose of the payment. Correct money is very helpful. EFTPOS facilities are available at the office (a $10 minimum applies).

The facility to make payments for school activities on Flexischools is also available.

**Office Opening Hours**
The school office is open Mon- Fri, 8.30am – 3.30pm. Tel: 9299 6888,

Email: darlington.ps@education.wa.edu.au

**Out of School Care**
HOSCA and Schoolies provide out of hours school aged programs, off site, on week days. For more information on place availability, please contact 9299 8687.

**Parent and Community Partnerships**

- **Parents and Citizens Association (P & C)**
Darlington Primary has an active P&C which meets twice per term. The dates of these meeting are on the School Calendar and in Term Planners and reminders are included in newsletters. All parents, and other citizens of our community, are most welcome.

Under the Education Act the P & C has three major objectives:
- promoting cooperation between parents, teachers, students and members of the general community;
- assisting in the provision of resources, facilities and amenities; and
- fostering community interest in educational matters.
School Council
The School Council is a body formally constituted under the Education Act. The purpose of the School Council is to provide Darlington staff and community members with opportunities to work together and participate in the decision making processes which inform the school's planning processes. Parent representatives of the School Council are nominated and elected annually through a formal process. The Council is comprised of elected parent/community representatives and staff representatives elected from within the school staff. The Principal is an Ex Officio Member. Terms of office are generally for two years.

Council members take part in:
- establishing and reviewing the school’s objectives, priorities and policy directions;
- financial planning to support the above;
- evaluating the school’s performance in achieving these objectives;
- the level set for voluntary contributions and charges;
- extra cost option components of the school’s program;
- items for personal use in the educational program;
- arrangements for advertising or sponsorship in relation to the school

Parent Involvement
Darlington Primary School is a learning community with strong supportive partnerships between students, staff and families. Throughout the school year, there are many ways in which parents will be invited to support teachers in classrooms and be involved and/or assist with special events and activities. All parents who are involved in classroom assistance will be advised of the school’s confidentiality obligations via information from each teacher.

Parent Teacher Interviews
While Darlington Primary encourages ongoing communication between teachers and families, discussions of a more formal nature will require an appointment to be made. Parents are requested to make appointments for interviews with their child’s teacher. Mornings before school are generally a very busy time for teachers and not appropriate for unannounced interviews. Parents are encouraged to be keep teachers informed of circumstances which may have an impact on a child’s learning on any given day.

Parking, Pickups and Set-downs
The Loop in Amherst Avenue provides a drive through area for delivering and collecting students. Parking is available at the end of Amherst Avenue, adjacent to the Early Learning Centre. People driving cars in this vicinity are requested to exercise care and courtesy and to follow the traffic signs.

Parents are encouraged to park or drop their children off at the car park in the Railway Reserve opposite the Post Office. (Please do not park in the Post Office Car Park) From there, the children walk to school, entering via the Emma Hogan Memorial Gate.

Use of the Staff car park (entry off Glen Road) is restricted to staff and service personnel only. The Administration Area car park (at the foot of the stairway) is reserved for staff and visitors on official business in the office.

Children should not be dropped off or picked up in these areas.
**Relationships**
At Darlington Primary we place a strong focus on the relationships we create with each other. As a community it is important that we respect and appreciate each other and the strengths we bring to our environment. We value:

*Our strong sense of community*
*Our environment*
*Being a welcoming and inclusive school*
*Having high expectations*
*Having a healthy body and mind.*

Throughout the year, these values will be actively promoted around our school. They have clear links to our Student Engagement Policy and, together, this helps to foster positive behaviour in all students, with the emphasis on students taking responsibility for their own actions.

**Road Safety and School Zone**
The 40 km/hr 'SCHOOL ZONE' must be observed: 7.30-9.00am & 2.30-4.00pm. All children must use the crosswalk in Glen Road when passing to and from the school in that direction. The crosswalk is supervised by a Traffic Warden before and after school.

**School Development Days**
School Development Days are scheduled for every term during the year. Dates are included in the school calendar, in Term Planners and our website.

During this time school staff are involved in whole school planning, professional learning activities and Department of Education directed programs.

*Students do not attend on these days*
**School Dress Code**
The School Council of Darlington Primary School, in consultation with its community, has established a clearly defined Sun Smart dress code for all students attending the school.

Parents, staff and students believe that a school dress code:
- fosters and enhances the public image of the school;
- encourages equity among students;
- ensures students are safely and appropriately dressed for specific activities; and
- assists in building team spirit.

Parents are reminded that fake tattoos, make up and nail polish, etc, are not appropriate for school. Where necessary parents, will be contacted regarding the removal of such items.

**Enrolment at Darlington Primary School is taken as acceptance of the dress code.** (Copies of the School Dress Code are available from the office and on the website)

**School Photos**
School Photos will be taken in the latter part of Term 3. Information pertaining to photos will be sent home to every family several weeks before the event.

**School Uniform Shop (Subject to change for 2018)**
The uniform shop is operated by P & C Volunteers and is open each **Friday morning from 8.30am to 9.00am** and **the first Wednesday of every month 3.00-3.30pm** during the school term, in the Old School Building located in the South Eastern corner of the school site. All uniform items, including hats and bags may be purchased from the Uniform Shop. Contact with the Uniform Shop co-ordinator is through the office.

**Security**
The school is secured by silent alarms and patrolled by DOE Security. Any suspicious activity, noticed by the community in a “neighbourhood watch” sense, can be reported to the school or **DOE Security by telephoning 1800 177 777.** Families are asked to reinforce appropriate and safe behaviour by advising their children against visiting the school grounds outside school hours.

**Sporting Equipment**
Play and sporting equipment is provided during recess and lunch time. Distribution procedures are outlined to students at the beginning of the school year. Personal sporting equipment **is not to be brought to school.**

**Positive Engagement Policy**
The aim of our Positive Engagement Policy is to establish and maintain high quality, positive relationships between the staff and students. We believe that all interactions should aim to develop appropriate and acceptable behaviour. The policy concentrates on the positive reinforcement of learning behaviour and citizenship, encouraging children to be thoughtful and to care about each other. Whilst encouraging positive behaviour the policy also outlines processes for redirecting students and consequences if required for behaviour that is non-compliant with school policies and expectations. The policy outlines the rights of all children and staff to participate in the learning program safely.

(Copies of the Policy are available from the school office and on the school website)
Student Leadership
A strong focus is placed on student leadership at Darlington Primary. Student Councillors, Faction Captains, Vice Captains and Library Leaders, from Year 4 – 6, are elected by their peers. Duties for these leaders may vary from year to year, however they will be involved in a number of organisational and public roles that promote and reflect the Darlington Primary culture. All student leaders receive a badge reflecting their position.

Student Requirements
Each year, the School Council approves the list of stationery items that students are required to supply in order to participate fully in the school's programs. These Items for Personal Use are commonly known as ‘booklists’ and details are distributed at the end of each school year, in preparation for the following year. All items must be clearly labelled. Some items may be stored for later distribution. This will be explained by classroom teachers at beginning of year meetings, when classroom procedures are described.

Student Services
Our Student Services Team is supported by our School Psychologist, School Chaplain, School Community Nurse and Learning Support Coordinator

School Psychologist
The school is allocated the services of a Regional school educational psychologist. The school psychologist assists in assessing and verifying concerns with learning and behaviour. The process of referral is through the Learning Support Coordinator or one of our Deputy Principals in consultation with the classroom teacher.

School Chaplain
The School Chaplain supports our students and families. Our Chaplain, Tracey Buckley, is on site on Mondays, Thursdays and Fridays. She is available to provide pastoral care to both students and parents. Contact can be made with the Chaplain via a mailbox in the office, where messages can be left, or by phone on the school number. This is a non-sectarian service.
School Nurse/Community Nurse
The School Community Nurse carries out duties, such as eyesight and hearing screening, with specific year groups throughout the school year. At all times, families will be informed of any possible contact with the school nurse in relation to the particular screening involved. Please contact your child’s teacher if you wish to discuss any concerns regarding your child’s health. Specific health issues can impact on the overall physical, emotional, social and academic development of all students and should be dealt with as soon as possible. Confidentiality is always respected.

Students at Educational Risk
The Department of Education recognises the scope and nature of the challenges faced by students at Educational risk. Students at educational risk are defined as: “those students who may be at risk of not achieving the major learning outcomes of schooling to levels which enable them to achieve their potential.”
Darlington Primary School strives to provide all children with educational programs that reflect their needs through increased class support and modified class work. The school’s policy for Students at Educational Risk seeks to ensure that all students’ needs are catered for. If you have concerns about your child’s progress, please contact the class teacher.

Primary Enrichment & Challenge (PEAC)
Early Years Extension Program (EYEP)

Enrichment opportunities are available to students through classroom extension, as well as external programs.

Years 5 & 6 PEAC students are currently selected using formal testing and teacher recommendation. Programs at PEAC Centres include students from several schools and may be of short duration (2/3/4 days spread over a few weeks) or up to a term and a half in duration. Identified students will be invited to apply for these courses.

Students are selected for EYEP (years 1-4) according to on entry assessment and teacher nomination.

Supervision
Before School
Parents are advised that there is no formal supervision of children before 8.35am, so students should not arrive at school prior to that time. If children arrive at school before 8.35am, they are to sit quietly outside their classroom until their teacher arrives. Children are not permitted to play games, use sporting equipment or participate in other activities where injury may be sustained.

The exception to this is on Tuesday and Thursday morning when Lap club is operating from 8.35am.
Recess and Lunch Times
At recess and lunchtime, teachers are rostered to provide playground supervision. Children are encouraged to seek help if needed. Duty teachers are clearly visible (yellow vest and/or red first aide bag). Children are encouraged to communicate any concerns to the duty teacher who will endeavour to assist and resolve conflicts which may occur. Informing teachers about inappropriate or undesirable behaviour is part of the responsibility all children must accept if they wish inappropriate behaviour to stop.

The school has a “zero tolerance” to bullying.

At lunch time all children sit quietly to eat their lunch during the initial ten minutes, (seniors on the veranda outside rooms 1-5, and juniors in the soft fall play area). Children who have not finished eating their lunches during this period remain seated until they have done so.

After School
It is expected children will leave the school grounds immediately and proceed home by appointed means. The school provides no official supervision after 3.05pm. However, children who catch buses will be supervised until they get on the bus. Children who are waiting at the Loop (drive through pick up area) on Amherst Avenue will also be supervised. Children not collected by 3.25pm will be taken to the Office.

Children training with sporting teams, most of which start at 4.00pm or later, should return only when an adult supervisor is present.

Term Planner
A Term Planner is sent home, via the newsletter, at the beginning of each term to advise parents of upcoming events. (Copies are available on the school website)

Transferring to another School
When students are transferring to another school, please advise the office in advance so that their belongings can be collected and library books returned. On admission to the new school, a transfer note will be sent, advising of the student’s enrolment and their date of commencement. The student’s records will then be forwarded to the new school.

Toys, Trading Cards, Electronic Devices and Valuables
Children should not bring toys, electronic games, music devices, portable radios, or other expensive games to school except under special circumstances, such as when it is their turn for news. On such occasions, these items will be stored on the teacher’s table or in the child’s bag and will not be accessed at break times. We are not able to accept responsibility for loss or damage of such property.

Use of Play Equipment After School Hours
Children are not permitted to play on adventure playground equipment or climb trees while waiting to be collected after school. Students are encouraged to wait quietly in the appointed pick-up area. The use of school premises and playground equipment before or after school hours must negotiated by prior arrangement with the Principal or Manger Corporate Services.
**Volunteers**
Volunteers to our school are welcome. Many opportunities exist for families to be involved in helping in classrooms, on excursions and other student related activities. All volunteers in our school must sign a Confidential Declaration. These forms will be provided by your classroom teacher. Regular volunteer work necessitates a *Working With Children* check. Please contact the front office for more information.

**Water Bottles**
All children are permitted to have drink bottle in the classroom at all times throughout the year. Drink bottles must contain water only and may be refilled from refrigerated drinking fountains in each block.

**Web Address**

**Wet Weather**
Should inclement weather occur at break times, students will remain on the verandas, be directed to the Covered Assembly Area or the Library, or be supervised in classrooms, as designated by staff.
All gas cylinders are to be turned off at the beginning of Term 4 each year. Practice drills of the Bushfire Emergency Procedure will be carried out during the first two weeks of Term 1 & 4.

1. The School will liaise with the Police or Bushfire Control (DFES) regarding the location and direction of a fire and/or will monitor the DFES website or ABC Radio 720 for updated details.

2. If a Watch and Act is issued by DFES, all children are to remain in the classrooms, with windows and doors closed. Air conditioner fans should be turned off, but the pumps left running. School bags are to be taken inside classrooms. Student Attendance should be checked. Admin are to ensure that staff in the Early Learning Centre are aware of the situation. ★ Deputy Principal (or other representative) to be despatched to the Incident Support Group.

3. If it is deemed necessary, students and staff may be required to shelter in place. The Principal gives instructions, through available channels, to evacuate all classrooms to the Covered Assembly Area.

4. Teachers take class list from Evacuation Pack (located next to the door and the evacuation map in all rooms) and escort students to their normal assembly place via designed evacuation routes. Specialist teachers relieve the Deputies of their classes once evacuated. Teachers should take classroom keys.

5. If possible, class lists, including absentees, will be printed from Integris by office staff and distributed to class teachers for Roll Call.

6. School Administration staff to carry out special duties as per the school’s “Emergency Plan”.

7. Medical kits, including student medication, will be organised by the office staff. Drinking water is available in the Covered Assembly Area and Canteen. A toilet is located in the Music Room.

8. Parents should not attempt to reach the school to collect children as roads will be blocked by Police for use by fire fighting vehicles.

9. Off-site evacuation, if required, will be co-ordinated with the DFES Incident Management Group. Children and staff will be taken to a safer location to be collected from there. Parent contacts listed in Integris will be notified by special SMS message. The location of the evacuation area will be available from the DFES (Department of Fire and Emergency Services) information line on 1300657209 or www.dfes.wa.gov.au or via ABC Radio 720 on the quarter hour.

10. Parents SHOULD NOT PHONE THE SCHOOL as the lines must be open for communication with the relevant authorities. The OOO phone number should only be used to report emergencies.

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The school will be CLOSED on all declared days of Catastrophic Fire Danger
Prior to the day of closure, SMS Messages will be sent to all parents’ mobile phone numbers registered with the school and formal, written notification will be sent home to each family. Announcements will also be made in the media.
School Closure signs and banners will be posted at all entrances to the school and on fences in Glen Road and Amherst Avenue.

Children must not attend school.
Darlington Primary has a strong sense of community, great school identity and wonderful nurturing environment.

School Survey 2016