



Halls Head

PRIMARY SCHOOL

PARENT INFORMATION BOOKLET

2019



"Be Your Best"



VISION

We are a welcoming school that encourages the best from everyone. We practise our values, strive for excellence and take pride in achievement.

Dear Parents

On behalf of our school community, I proudly welcome you to our school. Halls Head Primary School is an Independent Public School. We offer a high performance, high care environment that encourages high aspirations for academic and non-academic pursuits, with a strong sense of personal wellbeing and an embedded focus on values known collectively as the HHPS 6 kinds of best.

Our School Vision leads our practices, beliefs and school direction which is encompassed in our School Business Plan. This plan provides a very clear strategic direction and moral purpose for our school and sets clear expectations regarding whole school initiatives, teaching practices and professional learning. We engage our students with inspirational teaching and learning opportunities to develop the whole child in preparation for a sustainable future. School facilities are outstanding with air conditioned classrooms, reticulated grounds, a well-equipped library, ICT infrastructure including PC and Ipad environments throughout the school, purpose built Music, Science and Art rooms, an Enviro Centre, a canteen service and an enclosed Undercover Area with stage equipment for our Performing Arts program and an after school Theatre Club. The school grounds incorporate a number of play areas and innovative play grounds with structures and challenges adapted for various ages of children, including ECE play areas, a Junior Play Zone, basketball/tennis courts, cricket nets and a school oval.

Our school promotes a welcoming environment for all and has a proud tradition of excellence, developing meaningful relationships with our school community, achieving high standards academically and developing the whole child. We aspire to continue to improve, to ensure we are a contemporary, progressive and inclusive school, reflective of current educational trends and community ideals. Our school encourages and values positive relationships between students, parents and staff in classrooms and through active parental involvement in the School Board and Parents & Citizens group.

This Parent Information Booklet captures a snapshot summary of useful details about our school. For any further queries, please contact the school on 9584 6900.

or Email: hallshead.ps@education.wa.edu.au



Best Regards
Peter Beckingham
PRINCIPAL

MISSION

To encourage every student to strive for success in preparation for a modern world and to promote lasting



Halls Head Primary School Staff Listing 2019

Principal

Mr Peter Beckingham

Deputy Principals

Mrs Bernie Lyons

Mr Steve Heighton

Manager Corporate Services

Mrs Marg Pantall

School Officers

Mrs Rosslyn Taylor

Miss Kim Finlay

Library Officer

Mrs Amanda Bishop

Teaching Staff

Early Childhood Education Kindy and Pre Primary

Mrs Joanne Hetherington

Ms Beverley Colley

Mrs Kylie Morrish

Mrs Trish Petchell

Year 1 Miss Donna McIntosh
Miss Lucy Ross

Year 2 Mrs Kirsten Calabrese
Mrs Cheryle Beckingham

Year 3 Mrs Nardine Sheridan
Mr Travis Davies

Year 4 Miss Emma Sisley
Mrs Melissa Tucker
Mrs Lisa Metcalf

Year 5 Mr Michael Bell
Mr Peter Anyalai
Miss Lydia Tyler

Year 6 Mrs Ailsa Hackett
Mr Leigh Perry

Specialist Teachers

LOTE - Aboriginal Language Mrs Jo Bell

Performing Arts Miss Sian Dhu

Physical Education Mr Adrian Perry

Science Mrs Kylie Staples

Instrumental Mrs Rebecca Moroney

Music Mr Matthew Cabala

Mr Mike Kingham

Non Teaching Staff

Mainstream Education Assistants

Mrs Nicky Jones

Mrs Chris Curtis

Ms Louise Preston

Mrs Liz Best

Special Needs Education Assistants

Mrs Tracy Munford

Ms Rebecca Utley

Mrs Michelle McNamara

Gardener Mr Greg Crisp

Cleaner in Charge

Mrs Marivic Newsome

Cleaners

Mrs Nuchsaya Rosunghern

Ms Terri Kelly

Mrs Sherrylyn Wilson

Canteen Manager Mrs Kath Knuckey



TIMES

Daily times for instruction are: 8:40am - 2:50pm.

Parents are requested not to send their children to school before 8:25am. Students arriving before this time are required to sit in a designated area until 8:25am when classroom doors are opened. Prior to this time teachers are busy with daily planning and preparations.

Classrooms are open from 8:25am for students to prepare themselves for the school day.

TERM DATES

Term dates for 2019 are:

Term 1	Monday	4 February	- Friday	12 April
Term 2	Tuesday	30 April	- Friday	5 July
Term 3	Tuesday	23 July	- Friday	27 September
Term 4	Tuesday	15 October	- Thursday	19 December

School Professional Development days for 2019:

Term 1 - Thursday 31st January and Friday 1st February

Term 2 - Monday 29th April

Term 3 - Monday 22nd July

Term 4 - Monday 14th October and Friday 20th December

ABSENCES

During hours of instruction, the teaching staff have the responsibility and care of the students. Please notify the school if your child is to be away or unwell. It is preferred that absences be explained in writing for record keeping purposes, however, verbal explanations to the classroom teacher are also acceptable in most cases. Absence notifications can be sent via text message to 0437 612 910; via the school website; or by phoning 9584 6900, by stating your student's full name, class and reason for their absence.

If you wish to take your child from school during normal hours please contact the office first to complete paperwork for the class teacher. Should you wish somebody else not listed as a contact to pick up your child, a written instruction must be provided.

The Education Department's policy stipulates Principals are not to authorize vacations during the school term, however, if families have no other options, an absence will be recorded as an 'Unauthorised Absence'. Any families organizing vacations during the school term must advise the Principal in writing stating the dates of absence and expected return to school date.



SCHOOL ASSEMBLIES

Assemblies are held in the undercover area on Thursday afternoons commencing at 2pm and concluding at 2:50pm. Dates will be in the School Newsletter and on the Term Planners. Parents are invited and encouraged to attend. Each class will take a turn in running and organising an assembly at some stage throughout the school year.

CANTEEN

A privately owned canteen operates at the school. Current menus can be accessed from our school website and in the Connect library.

Orders can be placed by visiting the canteen before the morning siren or by students dropping completed order bags into class lunch baskets.

Alternatively parents/carers can sign up to place online orders by registering at www.QuikCliq.com.au. A confirmation email with an activation link will be sent after registering.



2019 SCHOOL VOLUNTARY CONTRIBUTIONS AND CHARGES - \$60

The School Board recently endorsed the following School Voluntary Contributions and School Charges schedule for the **2019 school year**.

School Voluntary Contributions are used to support school programs and purchase resources for student use, such as sports equipment, library books, reading books, student texts and computer resources. As such the Voluntary contributions are an essential asset and are critical for the education of our children.

School Charges are items or programs that *must be paid* if a child is to participate in that listed program. Some of these charges may not apply to your child, e.g. your child is not selected for that interschool team. These charges are **maximum** payments, and may not be required at all. Payment is sought as they arise throughout the year.

SCHOOL CHARGES	K	PP	1+2	3	4	5	6
Swimming		60	60	60	60	60	60
Sport			20	20	20	40	40
Incursions	50	50	50	50	50	50	50
Camp							270
Performing Arts Signature Program					160	160	160
PEAC						300	300
Instrumental Music						150	150
Class Events and Excursions	60	60	60	60	60	60	60
Language Experience	40	40	40				
Kindergarten Speech & Language Screening Charges	50						



Items or programs listed as School Charges must be paid if a child is to participate in the listed program. Some of these charges may not apply to your child, e.g. your child is not selected for the interschool team.

These charges are maximum payments and may not be required at all. Payments are sought as they arise throughout the year.

STUDENT BEHAVIOUR

School Rules and a Student Behaviour Policy are provided to help ensure a smooth running and enjoyable environment in which to work. Consideration and respect for all is one of our priority expectations. Students have the right to work in a positive environment. With that right is also the responsibility to contribute to that positive environment. Students who are unable to abide by the school's expectations can expect consequences to follow, commensurate with the negative behaviours exhibited. Please refer to the Behaviour Management Policy, located on the school Website under Parent Information, for further details. Parents will be notified and asked to assist with the restoration of their student's good behaviour. A school Psychology service is provided to assist with school based behavioural concerns.

YEAR 6 CAMP AND EXCURSIONS

Teachers may organise an educationally based excursion, in order to support classroom educational programs. Careful planning and strict procedural practices are adhered to in the organising of such events in order to satisfy all duty of care responsibilities attached. The Year 6 Camp is one of the end of year highlights for our graduating students' time at Halls Head PS. The camp program provides excellent opportunities for students to participate in a broad range of challenging and rewarding learning experiences to develop self-management, leadership and social skills. The focus of the camp is for our senior students to celebrate their time at Halls Head PS and to further prepare them for High School and beyond.

Students are expected to attend camps and/or excursions that are organised as educational program extensions, as with any other school program. However, students who present as a safety risk to themselves or to others because of their failure to behave appropriately or to follow reasonable directions, will not be allowed to attend. More specific details and information, such as school uniform requirements etc. will be included in parent notes and permission slips for each individual event.

HALLS HEAD PRIMARY SCHOOL VALUES EDUCATION - THE 6 KINDS OF BEST

We are proud of the nurturing and caring environment we have created for students to pursue their aspirations and full potential. Our '6 Kinds of Best' values, part of our positive behaviour strategies, touch every aspect of school life. They underpin our school practice, our beliefs and are embedded throughout daily practices within our school.

Six Kinds of Best

- Be Kind to Yourself
- Be Kind to Others
- Be Kind to the Environment
- Be the Learning Kind
- Be the Community Kind
- Be the Achieving Kind



CURRICULUM

Physical Education, Performing Arts, Languages and Science lessons are specialized curriculum programs that are offered at this school. Students are given activities according to their level of development and progress is monitored accordingly. Digital Technology and STEM (Science, Technology, Engineering and Mathematics) are general capabilities on which we provide a focus across our school and are incorporated and embedded across the curriculum.

FACTIONS

Halls Head Primary School has four factions. All family members will be placed in the same faction. These factions are:

BANKSIA - BLUE

JARRAH - RED

WATTLE - GOLD

TUART - GREEN

HOMEWORK

Some homework is encouraged for students, especially in the senior grades, as part of their preparation for higher studies. The homework would usually be issued for weekday nights and would not normally exceed more than an hour of study. Homework provides terrific opportunities for parents to gauge their student's knowledge and understandings of content presented and to become a valued contributor regarding student feedback. Work set may consist of concept consolidation from lessons taught in class; task completion activities; research/projects to be undertaken in an independent fashion; or the practice and rote learning of specific facts such as Maths 'times tables' etc. Teachers will usually provide a Homework Policy specific to their class, at the commencement of the school year.

INFECTIOUS DISEASES

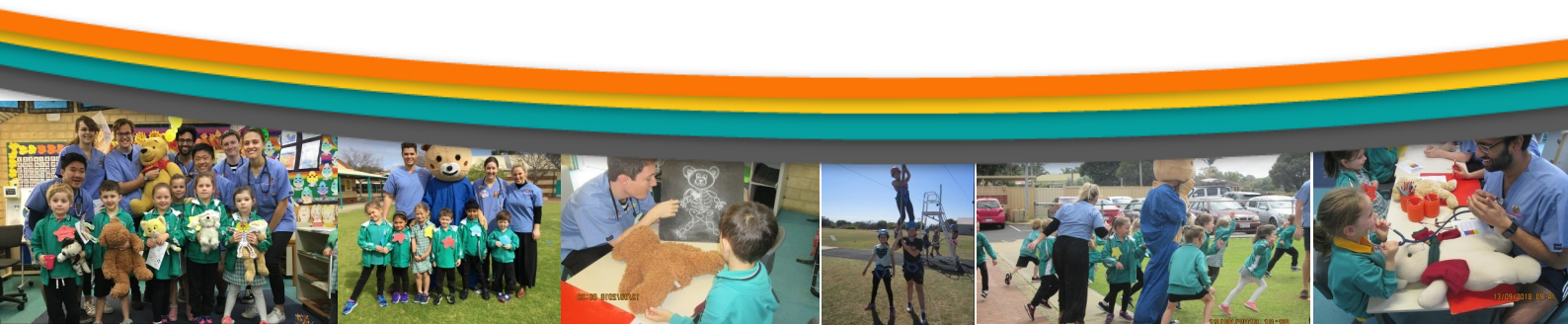
Information regarding infectious diseases is available from the school office. Head lice can be a recurring problem for schools and other families, therefore, parent support is essential in this regard. Students with head lice are immediately excluded from attending school until treatment occurs and all eggs are removed, as per departmental policy.

INTERVIEWS

Parents are most welcome to come into the school and discuss the progress of their children. Please be aware that teachers are often very busy at the start of the school day. It is always a courtesy to arrange an appointment, stating the purpose for the interview. Please contact the office on **9584 6900**.

LOST PROPERTY

The school has a lost property rack outside office. At the end of each term lost property is given to a charity and school uniform items are given to the second hand uniform shop for parents to access. We ask that parents assist us to keep lost property at a minimum by writing children's names on everything, i.e. lunch boxes, drink bottles, jumpers, hats etc.



SCHOOL WEBSITE

Our school website is accessible on the following link: <http://www.hallsheadps.wa.edu.au>
This is updated periodically and contains a wealth of information on school programs, practices and school governance.

NEWSLETTERS

Please provide the school with an email address in order to access our Halls Headlines Newsletter which will keep you fully informed and up to date with the latest events and. Alternatively newsletters can be accessed on the school website or via your personal Connect account (See below).



CONNECT

The Education Department has recently introduced a new platform for schools to communicate with parents. This is a safe, secure site which is only accessible to parents with students currently attending HHPS. On enrolment, you will receive an email from idmadmin@education.wa.edu.au providing you with a link to login and a username and password. Your account will give you access to all of your children's formal school reports, attendance data, classroom information, newsletters and term planners.

SCHOOL BOARD

A School Board has been formed and consists of four parents, two school staff, a community representative and Principal. In 2019 they are:

Board Chair	Jennifer Salkilld
Parents	Melissa McEntyre, Kristy Edwards, Jennifer Salkilld, Leigh Hunter
Teachers	Donna McIntosh, Peter Beckingham
Community Representative	Kelly Litton

The School Board provides a representative forum to offer support and direction to the school. The group will also be able to assist in the development of some policy areas e.g. School Dress Code.

PARENTS AND CITIZENS

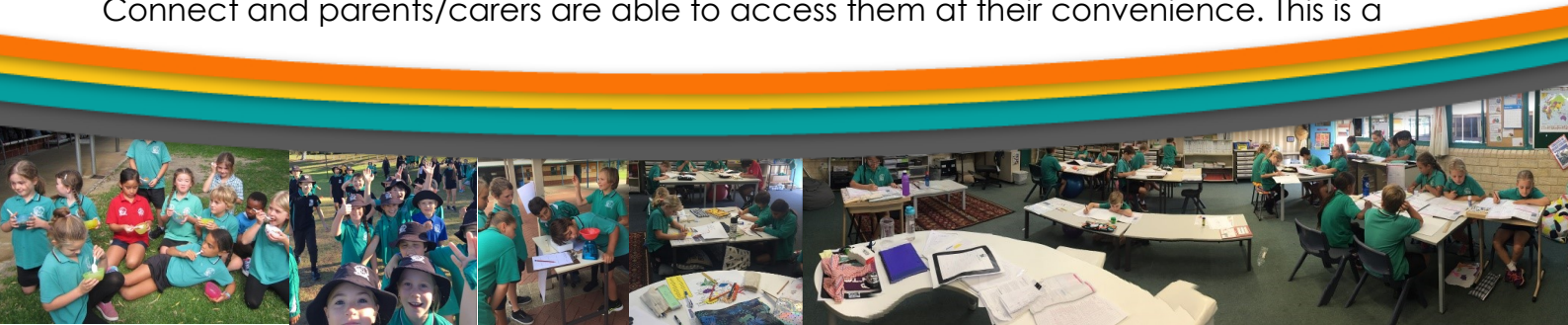
The school enjoys the support of a strong P&C. All help is appreciated with parents and carers welcome to attend meetings usually scheduled on the Wednesday of Week 2 and Week 8 every term, in Room 10 at 8:45am. The P&C AGM is traditionally held each February/March.

Our current P&C Office Bearers are -

President	Louise Clark	Vice President	Claudia Archer
Secretary	Laticia Jennis	Treasurer	Laticia Jennis
Fundraising Coordinator	Carrie Salter	Uniform Coordinator	Erin Johnson
Banking Coordinator	Position Vacant		

REPORTS

Student School Reports are available to parents by accessing them through a secure online platform called Connect (see above). Student reports are stored securely online in Connect and parents/carers are able to access them at their convenience. This is a



Department of Education initiative and ensures more sustainable practices across WA schools. Reports will be issued digitally, through Connect only, twice per year, for students in K - 6. The report will give an indication of the progress each child is making towards the achievement standards in the Western Australian Curriculum and Assessment Outline. Kindy students will likewise be provided with a digital school report at the end of each semester, specifically addressing elements of the Kindy Curriculum.

Other opportunities to ascertain student progress and achievement, such as a brief Progress Report in Term 1 and Parent Night in Term 3, are organised for parents to be informed about, and view student work, in the context of the classroom. Parents wishing to discuss any aspect of their child's achievements are encouraged to make an appointment to see the teacher.

ENROLMENTS

When enrolling in the school, parents are asked to provide proof of child's age (eg birth certificate), immunisation records as well as proof of residence. Also required is documentation regarding any medical conditions, limitations on published photos and information regarding custody issues. If your child has a medical condition or disability such as ADHD, Autism, allergies, asthma, anaphylaxis or epilepsy please advise the school as specific paperwork will need to be completed. Further paper work will also be required for any medication that your child is required to have administered whilst at school. Please advise the school, at enrolment, or as soon as these circumstances eventuate, regarding any of the above.

SCHOOL DRESS CODE

All children are required to wear the school uniform, as per the School Dress Code which is ratified by the School Board. This is a condition of enrolment at Halls Head Primary School. The wearing of appropriate dress serves several functions including assisting in keeping children safe: (see the School Dress Code Policy on the school website). The School Dress Code sets out the expectations of the school and the community and parents are asked to support these expectations. Children wearing dress judged to be inappropriate for school will be advised of the situation and parents contacted. School uniforms are available from Hot Klobba Clothing (see page 8 of this booklet for details). Acceptable footwear must be worn, i.e. closed in shoes or a well covered sandal. Thongs or masseurs are not considered acceptable. Jewellery and body decorations are not appropriate at school.

Second hand uniforms can be purchased through the P&C uniform co-ordinator. Please enquire at the office.

SCHOOL PSYCHOLOGY SERVICE

A School Psychology Service is available to assist students experiencing learning or behavioural difficulties. Parents will be contacted if it is thought that such a service would be helpful.

SCHOOL CHAPLAIN

Our pastoral care programs, with the support of our School Chaplain, contribute to a safe and positive learning environment with an emphasis on fairness, equity and



restorative justice. Our School Chaplain engages with students as a staff member in the classroom, playground and general school program. The role is clearly outlined in relation to the needs of our school and not designed to provide any religious teachings or beliefs. The School Chaplain is available to listen and support students, families and staff through times of difficulty such as family loss or separation and is a valued contributor to our pastoral care approaches.

VALUABLES AT SCHOOL

Students are asked not to bring valuables to school, i.e. toys, jewellery or other expensive items. Mobile phones and other digital devices should not be brought to school (see the school's Mobile Phone Policy and Digital Technology policy for further details). The school does not take any responsibility if these items are lost, stolen or damaged.

SCHOOL RULES

The provision of a safe, secure environment is one of the most important priorities in the school. All students are to abide by these rules to help us meet that commitment.

1. Children must adhere to our Code of Behaviour, which includes our Six Kinds Of Best values.
2. All visitors must sign in and out at the office.
3. Pets are not permitted on school grounds.
4. Children should not arrive at school before 8.25am. If they do, they must sit quietly in the middle courtyard area until 8.25.
5. Bikes and scooters are not to be ridden on school grounds. They are to be walked to bike racks and scooter storage area and secured there for the day.
6. No hat/ no play in the sun- students without hats are to play stay in the Undercover Area.
7. Food is to be eaten only in the undercover area. Some prepared fruit and vegetable pieces may be a snack in some classrooms. The only drink permitted outside the undercover area is water.
8. Students are not to be inside buildings unsupervised.
9. Areas are designated for age appropriate play and for sporting equipment use.
10. School uniforms and adequate footwear must be worn.
11. Mobile phones are only permitted at school if written permission has been received.
(Refer to Mobile Phone policy)
12. Jewellery and other forms of body decoration are not to be worn.
13. Children walk, don't run, on all paved areas.
14. Children are not to leave the school grounds without permission.
15. At the end of the school day, students must leave the school grounds promptly.
16. Courtesy and respect is to be shown at all times.
17. All property is to be treated with respect.
18. Designated sporting activities may take place on the oval or courts. The oval drink fountain is the only one to be used at that time.



SCHOOL LIBRARY 2019

Classrooms are allocated a designated Library time each week for students to borrow books and other library materials. The classroom timetable is displayed on the library door to inform parents and remind students of their borrowing times.

In the case of students finishing their book early or if students were absent on their Library day, the Library times are as follows:

- Before school 8.25am-8.40am TUES, WED and THURS
- After school 2.50pm-3.15pm TUES, WED and THURS
- Lunch time 12.50 only if Mrs Bishop is in the Library
- Recess Closed

Parents are welcome to visit the Library Tuesday to Thursday before and after school with their child in order to change books and other library materials.

For Returns:

The library is open for **returns** any time. They are to be left on Mrs Bishop's desk.

Volunteers:

If you would like to help at school and pick up some new skills as well, we welcome your help in our Library. Please see Mrs Bishop in the library before or after school if you are interested.

Library Bags:

Students must have a protective, school approved, cloth library bag in order to borrow library books. These Library Bags are available for purchase in the school Library from \$4.50 each.

MAP

A map of the school is included at the back of this booklet. Please note the recommended drop off and pickup points for the children. **For safety reasons, staff car parks are NOT to be used for picking up or dropping off of children.**





Parents (Primary) Flyer

Login to Connect at
connect.det.wa.edu.au

Communicate easily with teachers.

Stay **informed** about school activities and events.

Securely access your child's learning assessments and feedback.

Engage in your child's learning anytime, anywhere **and on any device**.

Your school will provide you with a secure **user name** and a **password**.

Connect: Home Page

- A** All your children in one place
Select your child's name to see all the Connect classes available for that child
- B** Classes
Click on a class name to view the class.
- C** School Space
Find the latest notices and information from your school.
- D** Next Event
Stay up to date with school and class events and deadlines.
- E** Next Submission
View homework and assignments due in all your children's classes.
- F** Change Password
Manage your password and notify the school if you change your email address.



connect.det.wa.edu.au

Parent Flyer Primary
September 2018



Connect: My Children

My Children

- G** See information about each of your children – regardless of school. Use the 'Quick Switch' button to change between your children.

Attendance

- H** Click through each week of the term to see a detailed attendance record.

Classes

- I** Click on a class name to access information about your child's class.

The screenshot shows the 'My Children' section of the Connect: My Children interface. On the left, there is a 'Week 1' and 'Week 2' attendance record. The 'Week 1' record shows a table with columns for Monday, Tuesday, Wednesday, Thursday, and Friday. The 'Week 2' record shows a similar table. The 'Attendance' section on the right shows a table with columns for 'AA Authorised absence' and 'UA Unauthorised absence'. The 'Classes' section on the right shows a list of classes: 'Library', 'Room 14', 'Whole School', and 'Year 5/6 Interschool Sport'. The 'Overview' section on the right shows a list of user activity: 'Matthew logged in.', 'Matthew viewed the Library, in Room 14.', 'Matthew viewed the Learning Content, in Room 14.', 'Matthew viewed the Form Class Room 14.', and 'Matthew logged in.'

See each child's **classes and teachers**.

Open your child's **semester reports** to download or print.

View trends in your child's **attendance** with a week by week record.

View each of your child's **Connect classes** to see more information including notices, calendar events, learning activities and assignments.



connect.det.wa.edu.au

Parent Flyer Primary
September 2018



Connect: My Children

Responsive Screens

- J** On a phone or tablet the menus will move out of your way. Click the icons to open them

Student Reports

- K** Click on a report to open or download a copy.

The screenshot shows the 'Reports' section of the Connect: My Children interface on a mobile device. The top bar shows the child's name 'Samuel' and the 'Reports' title. Below the title, there is a list of reports for the year 2017. The reports are organized into two columns: 'Semester 1' and 'Semester 2'. The 'Semester 1' column shows a report titled 'Anzac Terrace PS - Primary'. The 'Semester 2' column shows a report titled 'Anzac Terrace PS - Primary'. The 'Reports' section is highlighted with a blue arrow labeled 'J'. The 'Semester 1' and 'Semester 2' sections are highlighted with a blue arrow labeled 'K'.



connect.det.wa.edu.au

Parent Flyer Primary
September 2018

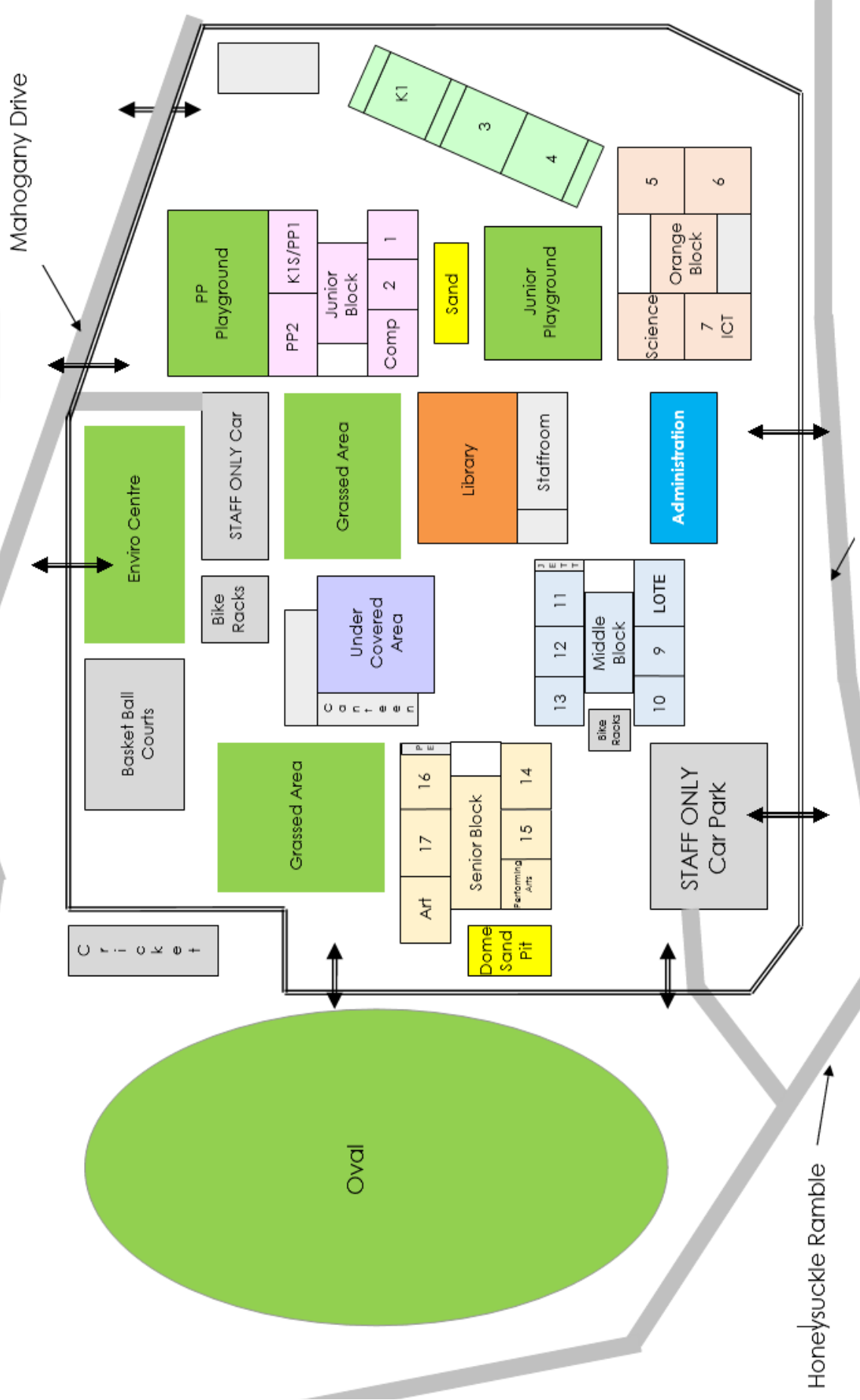




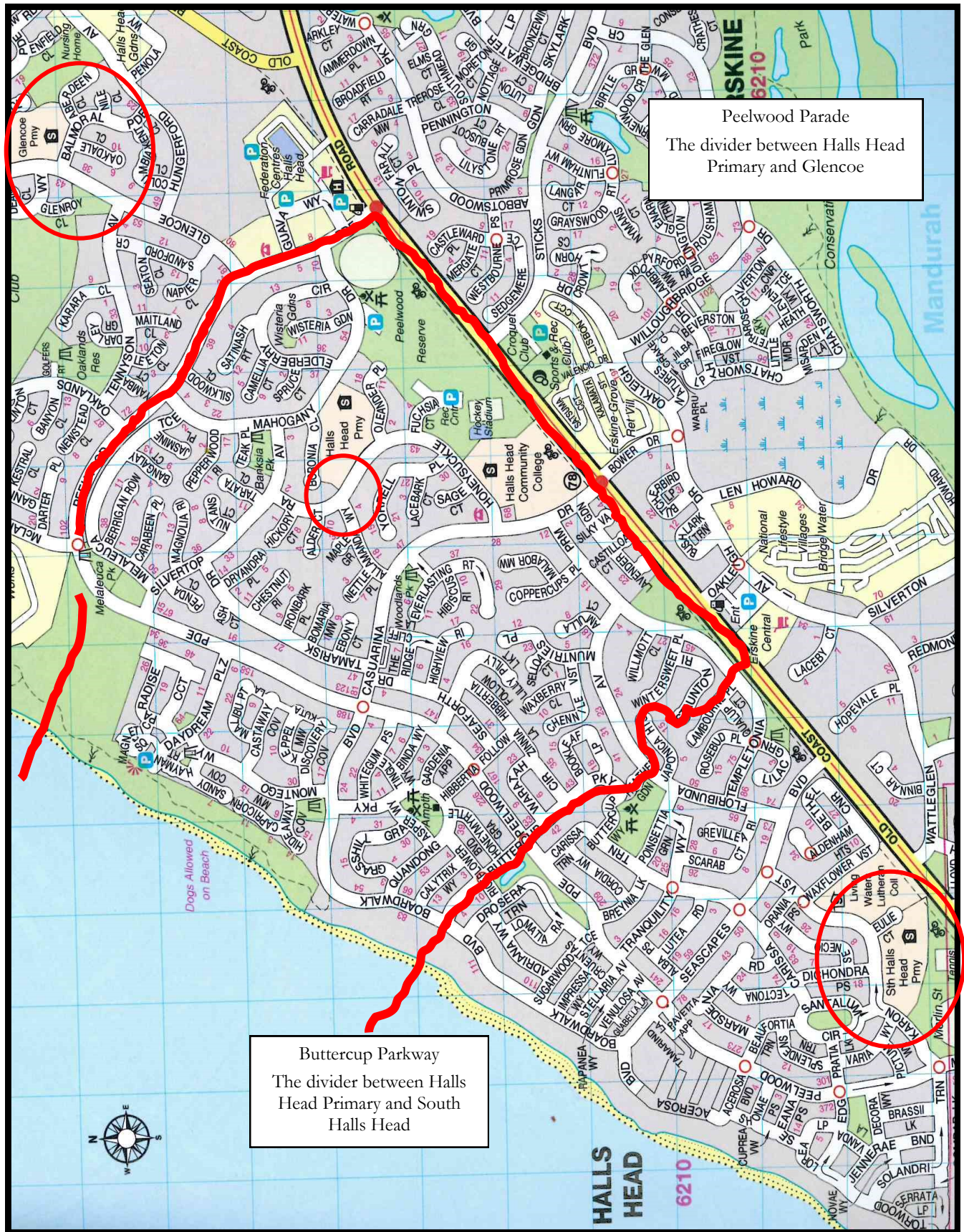
Halls Head Primary School

21 Oleander Place, HALLS HEAD WA 6210

**STAFF
PARKING
ONLY**
NO
PICK-UPS OR
DROP-OFFS



Halls Head Primary School Boundary Map





HALLS HEAD PRIMARY SCHOOL

ABN 77 975 413 187

21 Oleader Place HALLS HEAD WA 6210

9584 6900

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

www.hallsheadps.com.au

Kids LOVE Drama

PARENTS LOVE THE RESULTS



BOOST
CONFIDENCE

INCREASE
SELF ESTEEM

LEARN
LIFE SKILLS

IMPROVE
COMMUNICATION

DEVELOP
DRAMA SKILLS



- Baldivis
- Cooloongup
- Greenfields
- Halls Head
- Secret Harbour
- Warnbro

WEEKLY CLASSES EN-ROLLING NOW

KINDY DRAMA
3-5 YEARS

LOWER PRIMARY
5-8 YEARS

UPPER PRIMARY
9-12 YEARS

YOUTH
2-17 YEARS

TO FIND OUT MORE, PLEASE CONTACT US

9593 7194

kristen.matthey@helenogrady.net.au
www.helenogrady.net.au



Kirby Swim
Passionate swimming professionals.



kirbyswim
passionate about swimming

WHO YOU LEARN TO SWIM WITH MATTERS

- Christ Church
- Claremont
- Karrinyup
- Mandurah
- Melville

Choose to swim with a local swim school, owned and operated by Olympic Swimming Gold Medallist Bill Kirby.

All new enrolments get a *free swim bag.*

kirbyswim.com.au

ERSKINE
9535 8688
Mandurah.kirbyswim.com.au