



Parent Information booklet

Pre Primary to Year 6 2025



"Be Your Best"

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PRINCIPAL'S WELCOME



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. There are also 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 playgrounds 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

Jesse Murphy

PRINCIPAL

WELCOME



PRINCIPAL: Jesse Murphy

DEPUTY PRINCIPAL: Stephen Heighton
Bernie Lyons

MANAGER OF CORPORATE SERVICES: Nerida Bulich

SCHOOL OFFICERS: Leanne McDonald
Kristy Crocker

ADDRESS: 21 Oleander Place,
Halls Head WA 6210

TELEPHONE: 08 9584 6900

WEBSITE: www.hallsheadps.wa.edu.au

EMAIL: hallsheadps@education.wa.edu.au

OFFICE HOURS: Monday - Friday 8:00am - 4:00pm

OUR VALUES



Six Kinds of Best
Be Kind to Yourself
Be the Learning Kind
Be Kind to Others
Be the Community Kind
Be Kind to the Environment
Be the Achieving Kind

We have a strong focus on building strong and positive relationships that support the sharing of the development of students as individual learners. Parents are valued as key contributors to each child's educational success. Halls Head Primary has a fortnightly focus on the Virtues and a strong focus on values, addressing these collectively as the '6 Kinds of Best.' Be Kind to self; Be Kind to Others; Be Kind to The Environment; Be the Learning Kind; Be the Community Kind; Be the Achieving Kind. These values touch every area of school life and underpin our school practice and beliefs.

Our pastoral care programs, including our School Chaplain program, contribute to a safe and positive learning environment with an emphasis on fairness, equity and restorative justice.

VISION

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

MISSION

To encourage every student to strive for success in preparation for a modern world and to promote lasting positive relationships with learning.

ADMINISTRATION



TERM DATES

Term dates for 2025 are:

Term 1	Wednesday	5 February	-	11 April
Term 2	Monday	28 April	-	4 July
Term 3	Monday	21 July	-	26 September
Term 4	Monday	13 October	-	18 December

School Professional Development days for 2025:

Term 1 - Monday 3 February, Tuesday 4 February

Term 2 - Friday 6 June

Term 3 - Friday 1 August

Term 4 - Friday 24 October, Friday 19th December

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.

Recess is from 11.10am to 11.30am and Lunch is from 12.50pm to 1.30pm.

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. Absence notifications can be sent via Compass; via the school website; or by phoning 9584 6900, by stating your student's full name, class and reason for their absence.

As per Department of Education policy, parents who wish to take their child on a holiday during school term must request authorization from the Principal in advance. The Principal will then decide if there are reasonable grounds to approve the absence.

ADMINISTRATION



CURRICULUM

Physical Education, Performing Arts, Visual Arts, Languages and Science lessons are key 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:



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 the office. At the end of each term items not collected are given to charity and school uniform items are given to the second hand uniform shop. 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.

ADMINISTRATION



ENROLMENTS

As per the Department of Education's Enrolment Policy, originals of the following documents are required, and will be copied by the school, in order to complete an Application for Enrolment:

- Birth certificate, extract of birth or passport;
- AIR Immunisation History statement printed from the MyGov website; and
- Proof of address eg: Lease agreement, Utility bill (gas or electric) or Drivers Licence.

Should any court orders be in place please provide copies to the Principal at the time of enrolment. If in the future there are any changes to the orders it is important that the school is updated and the Principal informed.

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, or upon changing medication and/or dosage, regarding any of the above.

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.

ADMINISTRATION



2025 SCHOOL CONTRIBUTIONS AND CHARGES - \$60

The School Board recently endorsed the following School Contributions and School Charges schedule for the **2025 school year**.

School 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 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.

2025 SCHOOL CHARGES	K	PP	1 + 2	3	4	5	6
Swimming		80	80	80	80	80	80
Sport			30	30	50	50	50
Incursions	30	30	30	30	50	50	50
Camp							300
Performing Arts Program - SHINE					180	180	180
PEAC						300	300
Instrumental Music							150
Class Activities and Excursions	60	60	60	60	60	60	60
Language Experience	40	40	40				

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. Payments are sought as they arise throughout the year.

RELATIONSHIPS



STUDENT BEHAVIOUR

School Rules and a Student Behaviour Policy exist to help ensure a safe, smooth running and enjoyable environment in which to work and to 'Be our Best'. Consideration and respect for all is one of our priority expectations. Staff and students have the right to work in a positive environment and associated with that right is 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. Our Student Behaviour and Good Standing policies are aligned with the Department of Education's expectations and standards regarding student conduct. Parents will be notified regarding any misdemeanors and asked to assist with the restoration of their student's good behavior, as needed. A School Psychology service is provided to assist with school based behavioural concerns.

SCHOOL ASSEMBLIES

Assemblies are held in the undercover area on Thursday afternoons commencing at 2.00pm 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.

SCHOOL WEBSITE

Our school website is accessible on the following link: <http://www.hallsheadps.wa.edu.au>

This is updated periodically and contains information on school programs, practices and school governance.

NEWSLETTERS

Newsletters are published three times a term and will be delivered electronically via email. 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.

COMPASS

We are now using Compass School Manager as our Parent Portal.

With Compass, you can:

- View reports and attendance
- Approve or enter absences
- Download and approve excursions
- Update your contact details
- Stay informed about events and news

Accessing Compass – Use any web browser or the Compass School Manager app (iOS/Android).

Go to the Halls Head Primary School website and click the Compass link, or visit:

<https://hallsheadps.wa.compass.education>

Notify absences before 8.30am via Compass. If not, you'll receive an SMS. Use the app to log an attendance note if your child will be late or away.

Login details and a temporary password will be emailed to you.

RELATIONSHIPS



POSITIVE INCENTIVES

Halls Head PS likes to reward positive behaviour and sound work habits, with a variety of incentives. These are employed by class teachers according to the significance of the positive behaviour and teacher reward preferences, which might include verbal praise, stickers, stamps, certificates, 'Free time' or 'Golden-Time' activities, class Dojo points etc. The use of these reinforcements should diminish over time so that children are eventually working for intrinsic motivation.

Halls Head PS also reinforces positive behaviour with three whole school approaches:

GOLD TOKENS

- These are issued spontaneously by staff to any student at any time. The student writes their name and room number on the gold token and places it in a box for a draw to win a prize. There are 3 boxes depending on the age group of the student and the draw is made by the Student Councillors at each assembly.

VIRTUE AWARDS

- These are issued by teachers to selected students who have demonstrated the fortnightly virtues e.g., Helpfulness, Perseverance, Respect etc. and are awarded by the Student Councillors at whole school assemblies.

MERIT CERTIFICATES

- These are issued only by class teachers to a member of their own class for exhibiting sustained positive behaviours for the duration of time between assemblies. The winners are announced at the proceeding assembly, by the School Principal, when the certificate will be presented. Parents and carers of these children will receive an invitation to attend. These awards are issued on merit. They are to be earned and are an acknowledgement of sustained effort, improvement and/or achievement.



"Be Your Best"

POLICIES AND PROCEDURES



ATTENDANCE

School starts for students at exactly 8:40am. Children should arrive prior to that time in order to get themselves organised for the day. Anyone arriving after 8:40am is considered 'late.' Late arrivals must go through the front office to collect the 'Late Pass' prior to attending class. Early arrivals must head straight to the middle block wet area and remain seated until dismissed by admin at 8:25am, when our classroom doors open. This way, we can ensure our students are always safe and within eyesight. Most students, however, have no reason to be on the school grounds prior to 8:25am unless special events, in which they are involved, are taking place or if a parent or carer has made a specific request and arrangement in writing, for their student to be dropped off early and placed under our care. Runners' Club students are the only other exception, and arrangements for them are made and communicated to them at the commencement of each year according to the Runners' Club coordinator. Parents of early childhood children may choose to sit outside the classroom with their own child only, before the doors are opened.

The playground areas, including the sandpits and climbing equipment are strictly out of bounds to our students before and after school, even if their parent or carer is present. This applies to ALL children because if one child is allowed to play, they will all think they can join in, when there is no staff member available to supervise and manage duty of care arrangements.

REPORTS

Student School Reports are available to parents by accessing them through a secure online platform called Connect. 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.

POLICIES AND PROCEDURES



SCHOOL DRESS CODE - SCHOOL UNIFORM

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 an appropriate dress serves several functions including assisting in keeping children safe: (see the School Dress Code Policy on the school website and Connect). The School Dress Code sets out the expectations of the school and the community and parents are asked to support these expectations. Children wearing a dress judged to be inappropriate for school will be advised of the situation and parents contacted. School uniforms are available from Perm-A-Pleat. Acceptable footwear must be worn, i.e. closed in shoes or a well covered sandal. Thongs, crocs 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.

Perm-A-Pleat

Unit 2 / 76 Reserve Drive,

Mandurah WA 6210

Phone: (08) 9500 3036

Email: mandurah.retail@permapleat.com.au

Opening Hours

Tuesday, Wednesday, Friday: 9:00am - 5:00pm

Thursday: 10:00am - 6:00pm

Saturday: 9:00 - 1:00pm

VALUABLES AT SCHOOL

Students are asked not to bring valuables to school, i.e. toys, jewellery, sports equipment 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.

JEWELLERY

Students are asked not to bring jewellery to school. Earrings that consist of ear studs/sleepers are acceptable. No dangling earrings. Chains, bracelets and rings should not be worn to school unless they are for cultural, religions or medical reasons. Jewellery is unsafe for sport and physical activities and can hurt other students. There is a risk items can get lost, damaged or stolen.



"Be Your Best"

POLICIES AND PROCEDURES



SCHOOL RULES

Rules and Consequences

These rules are designed for our safety and comfort in a busy school environment.

Rule 1	No Hat - No Play! Students to wear hats all year round (ind. P.Ed lessons). Students without hats may play in Undercover Area.
Consequence	Children sent to the undercover area. Repeat transgressors - continued to seating area for a set time.
Rule 2	All food to be eaten in the assembly area unless for a designated activity.
Consequence	Children sent to the eating area and remain there until asked to leave. Repeat transgressors to be allocated to a set area in the assembly area.
Rule 3	All property is to be treated with respect.
Consequence	Any misuse of equipment to result in a ban from using it. All damage to property to be reported to admin. Parents notified to cover the costs, if applicable.
Rule 4	Students are to play and remain in their age appropriate designated areas.
Consequence	Students in the wrong area to be warned and redirected to the correct area. Repeat transgressors to be sent to the Undercover area for a set time.
Rule 5	Children who arrive at school before 8:25am are to sit in the middle 'Red Block' courtyard until dismissed by Admin at 8:25am when they head to class. Playground areas, sandpits and climbing equipment are all out of bounds before and after school, to all children, even if a parent or carer is present.
Consequence	Transgressors given a warning. Repeat transgressors to sit outside the office until dismissed by a member of Admin.
Rule 6	Children are not to be in buildings unsupervised.
Consequence	Children sent to the library bench for a period of time.
Rule 7	Bikes, scooters and skateboards not to be ridden in the school grounds. Helmets must be worn.
Consequence	Repeat transgressors - parents to be notified.
Rule 8	Walk in all areas adjacent to buildings i.e. on paved areas.
Consequence	Students sent back to model correct behaviour e.g. walking the journey.
Rule 9	Children are not to leave the school grounds without permission.
Consequence	Consequence applied by Admin, depending on the context. Parents notified.
Rule 10	Sporting equipment to be used in the appropriate area.
Consequence	Children move to the correct area. Repeat transgressors barred from using equipment for that day/week.
Rule 11	Mobile Phones are not permitted at school.
Consequence	All mobile phones should be left at home unless a letter of permission has been submitted by a parent/carers, as per the Department of Education's Mobile Phone Policy. Phones will be confiscated and held at the office. Consequence applied by Admin, depending on the context. Parents notified.
Rule 12	Students must adhere to the school dress code.
Consequence	School uniforms and adequate footwear must be worn. Jewellery and other forms of body decoration are not to be worn (see dress code). Student sent to Office for a Dress Pass.

POLICIES AND PROCEDURES



HOMEWORK

Regular home reading practices and Maths tables practice are encouraged. 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. 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 home reading, 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.

MOBILE PHONES AND SMART DEVICES

Department of Education policy directs that primary school students are not permitted to use mobile phones or other 'Smart' devices such as smart watches, whilst on school premises. This ensures compliance with DOE 'Duty of Care' provisions and protects the students, staff and good standing of the school. While these devices are not permitted at HHPS, we understand that some parents may wish their child to have a mobile phone for safety reasons. If parents wish this to be the case, then both parties must sign the Mobile Phone/Smart Device Policy Permission Agreement and have it submitted to the front office. The phone will be securely stored at the front office and switched off while at school. If the parent needs to contact their child, they can do so via the front office or leave an SMS on the child's mobile phone, to be checked offsite once school has finished for the day. Communication through the front office is strongly encouraged. The school does not take any responsibility for the security of phones brought to school and not submitted to the office.

Students in possession of a mobile phone or other 'Smart' device, without a signed agreement, will have it confiscated, parents will be contacted and further consequences may apply. The phone may be collected at the end of the day.

AFTER SCHOOL PICK UPS

High school siblings of Yr 1 & 2 students are permitted to pick them up at their classroom after school. We encourage only parent/carer pick-ups in Kindy and Pre-Primary but understand there are times when this cannot occur. In these instances, we ask a suitable pick-up arrangement is provided to Admin, in writing, in order for us to ensure safe duty of care. High school siblings of Yr 3 to 6 students are not permitted on the school grounds and need to make arrangements to meet at perimeter gates and entrance/exit points around the school.

LIBRARY



SCHOOL LIBRARY

Classrooms are allocated a 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 were absent on their library day, the library times are as follows:

Before School	8:25am - 8:40am	Tuesday, Wednesday and Thursday
After School	2:50pm - 3:15pm	Tuesday, Wednesday and Thursday
Lunch Time	1.10pm	only if Mrs Templeman is in the Library

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 the library return desk.

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 Office.



"Be Your Best"



INFECTIOUS DISEASES

Information regarding infectious diseases is available from the school office. Head lice can be a recurring problem for schools and 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.

ACCIDENTS AND ILLNESS

In the event of a child having an accident or feeling unwell, every attempt will be made to contact parents using the details registered with the school. All parents are asked to ensure that the school has up-to-date contact phone numbers, address and emergency contact details, so contact can be made without delay. In the event of a serious accident where parents cannot be contacted, an ambulance will be called.

MEDICATION/MEDICAL CONDITIONS AND ALLERGIES

As part of the enrolment process, a Student Health Care Summary form is required to be completed for each child that provides the school with specific information regarding health needs. All allergies and medical conditions need to be identified. If your child has a health condition that requires medication or the school's support, the appropriate documentation will be provided for completion. We request that updates to action plans and medications are communicated with, and provided to the school to ensure we are working together to meet the needs of your child/ren.

Medications (e.g. antibiotics, analgesics, Ventolin) are not to be kept in children's school bags or in classrooms unless authorised by the office. Prescribed medications need to be brought to the Administration Office and an Administration of Medication form is to be completed. Medications will only be administered with full written instructions from parents.

ascia ACTION PLAN FOR Anaphylaxis

Name: _____ Date of birth: ____/____/____

Confirmed allergen(s): _____

Family/emergency contacts:

1. _____ Mobile: _____

2. _____ Mobile: _____

Plan prepared by: _____ (doctor or nurse practitioner who authorises medications to be given, as consented by the parent/guardian, according to this plan)

Signed: _____ Date: ____/____/____

As healthcare provider: _____

This plan does not expire but review is recommended by ____/____/____

How to give adrenaline (epinephrine) injectors

EpiPen®

Hold the device with the thumb and index finger. Pull the green cap off the needle. Press the needle firmly against the outer thigh (mid-outer thigh) for 10 seconds. Release the button. The needle will retract. The device will beep. The needle will retract. The device will beep.

Anapen®

Pull OFF BLACK SAFETY CAP. Press the needle firmly against the outer thigh (mid-outer thigh) for 10 seconds. Release the button. The needle will retract. The device will beep. The needle will retract. The device will beep.

MILD TO MODERATE ALLERGIC REACTIONS

SIGNS:

- Swelling of lips, face, eyes
- Hives or rashes
- Itching mouth
- Abdominal pain, vomiting - these are signs of anaphylaxis for food allergy

ACTIONS:

- Stay with person, call for help
- Locate adrenaline injector
- Give adrenaline - see above
- Phone family/emergency contact
- Tick allergy - seek medical help or home help - tick and let it sleep off

Mild to moderate allergic reactions may not always occur before anaphylaxis

SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

Watch for ANY ONE of the following signs:

- Difficulty or noisy breathing
- Swallowing or tongue
- Swelling or tightness in throat
- Wheezing or persistent cough
- Difficulty talking or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTIONS FOR ANAPHYLAXIS

1. **LAY PERSON FLAT:** do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright

2. **GIVE ADRENALINE INJECTOR**

3. **Phone ambulance - 000 (AU) or 111 (NZ)**

4. **Phone family/emergency contact**

5. **Further adrenaline may be given if no response after 5 minutes**

6. **Transfer person to hospital for at least 4 hours of observation**

IF IN DOUBT GIVE ADRENALINE INJECTOR

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer

If someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **TRIGGERED BREATHING DIFFICULTY** (including wheezing, persistent cough or hoarse vocalises) if there are no skin symptoms.

© ASCIA 2017. This plan is a medical document that can only be completed and signed by the parent/guardian or a nurse practitioner and cannot be altered without their permission.

COMMUNITY



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. Parents wishing to access the Chaplaincy service at our school can do this via the front office.

SCHOOL PSYCHOLOGY SERVICE

A School Psychology Service is available to assist students experiencing learning or behavioural difficulties. If parents have any concerns regarding their children, they are advised to talk to the class teacher. Parents will be contacted if it is thought that such a service would be helpful.

SCHOOL BOARD

A School Board has been formed and consists of four parents, two school staff, a community representative and Principal. In 2024 they are:

Board Chair	Rachel Edwards		
Parents	Rebecca Johnston	Crystal Marriott	
Staff Members	Jesse Murphy	Donna McIntosh	Lucy Day

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 early Term 1.

P&C Office Bearers are elected at the AGM.



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 call into the library before or after school Tuesday to Thursday if you are interested. Our school also supports a group of mentor volunteers through the 'Ed Connect' program to assist students with their learning. Please sign in at the front office.

CANTEEN



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. Payment can be made by cash or EFTPOS.

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.





SCHOOL BOUNDARY MAP



Halls Head Primary School Boundary Map

