



'Leads the Way'

School Prospectus ~ Welcome to our School

This booklet will give you a general overview of the operation of Secret Harbour Primary School. Further information is available at our website:

www.secretharbourps.wa.edu.au

Information is also distributed through fortnightly newsletters and at meetings of the Parents and Citizens Association.

Our school is a supportive and caring environment where children enjoy learning. We assist them to develop socially, emotionally and academically to the best of their ability, in a happy atmosphere of cooperation between staff and students.

We are proud to have a very dedicated staff who do their best for your child, but we do need your help. You can assist in the classroom; hearing children read and helping with classroom activities.

You are also welcome to discuss your child's progress with the classroom teacher. (For prolonged discussions with teachers please arrange a meeting time.) The P&C also need helpers in the canteen and to assist with fundraising projects.

Your child will appreciate your involvement in the school and your active interest will help them to make positive learning gains.

All members of staff look forward to a productive and stimulating year of work with your children.

Lisa Fletcher

Principal

Secret Harbour Primary School

School Ethos

Secret Harbour Primary School's shared ethos helps us to work as a team to achieve our purpose.

Caring

Secret Harbour Primary School aims to provide a caring environment where:

- The individuality of students, staff and parents is recognised and valued;
- Students develop initiative, self-discipline, respect and concern for others;
- Self-esteem, self-reliance and responsibility is fostered;
- A sense of belonging and pride is engendered;
- Students develop an ability to work co-operatively with others, communicating in a socially acceptable manner.

Learning and Teaching

Secret Harbour Primary School aims to provide a learning environment where:

- Students have a commitment to excellence;
- The diversity of student's individual talents, interest and needs are recognised and catered for;
- Students achieve their full potential;
- Students are encouraged and assisted to accept responsibility for their own learning;
- Students are encouraged to make a positive contribution to the school and the wider community;

Students develop a respect for the rights of others;

Learning is seen as part of a life long process.

Community Links

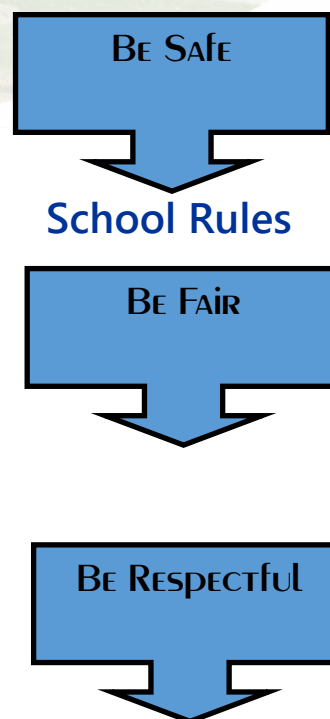
Secret Harbour Primary School aims to establish and maintain links between staff, parents and members of the broader community through:

The free flow of communication;

A commitment to seek out and encourage those who can enrich the school programme, thus enhancing the development of our students;

Keeping parents advised of educational programmes and their child's progress;

The provision of opportunities for involvement and initiative in shared decision-making.



Admissions

The school caters for students from Kindy to year 6.

All enrolments are carried out at the School Office. Enrolments are not complete until a Birth Certificate, Immunisation records and proof of address documents have been provided.

Departures

When students are to leave the school permanently it would be appreciated if parents would notify the office to allow sufficient time to complete the necessary documentation and ensure the return of school property.

Faction /House Names

In keeping with a Secret Harbour flavour the faction names for the school are:

~ **DUNE ~ Yellow**

~ **OCEAN ~ Blue**

~ **SUNSET ~ Red**

~ **TUART ~ Green**

When your child enrolls into school they will be allocated a faction. All siblings will be in the same faction.

Parents and Citizens Association

Secret Harbour Primary School has an active P&C Association which works for the benefit of the school. All parents are invited to become active members of this Association. Parents will be informed of forthcoming monthly meetings through the newsletter.

P&C members are all volunteers for our school.

Leaving the School Grounds

Unless attended by a parent or written request children must stay on the school grounds during school hours.

If students are being collected early/during the school day the legal guardian must first acquire a leave pass from the front office. Identification may be requested.

School Uniform

School Uniform can be purchased from Lowes in Mandurah. The shop is located in the Forum shopping centre and they carry a large range of styles and sizes. Tel: 9535 7320



Personal use items

These will vary from student to student and can include items such as stationery material and calculators. Please ask the office for a list of items for your child's class.

Your child will need to have the items listed in his/her possession each school day in order to maximise participation in the learning opportunities / activities presented.

Voluntary Contributions and Charges

Voluntary Contributions are requested from parents to support resourcing of learning programs. Secret Harbour Primary's Voluntary Contribution rates are determined by the School Council. The contribution for each child is very reasonable at the recommended rate of \$60 per child.

The Secret Harbour Primary School Council has endorsed the Voluntary Contributions for 2020. The attached schedule is broken into sections and will allow you to calculate all costs that you might incur throughout the school year.

Money collected will be used to supplement school expenditure in:

Photocopying, Classroom Activities, Physical Education Resource Materials, Maths, Science and English Resources, T&E and The Arts Materials. Please check with administration for current cost of Voluntary Contributions.

Up Front Payments

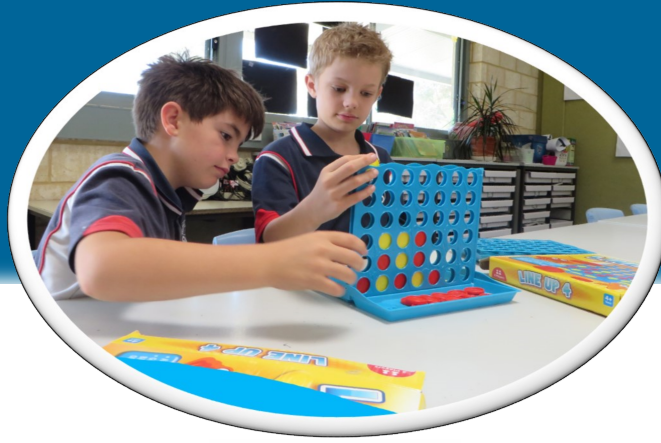
For your convenience, we are continuing the option of making a 'bulk payment' at the beginning of the year to cover the cost of items your child/ren are likely to participate in for the year. As events arise payment will then be deducted from your child's 'credit'. If at the end of the year you have credit from your year's payment the credit will rollover into the following year hence you may deduct it from pay up front or in instalments each term. Some advantages for parents will be; not having to send money to school with children and not having to find small change as each event occurs. Payments can also be made by EFT (Electronic Funds Transfer) to:

ANZ Bank: Rockingham City,

Account name: Secret Harbour Primary School,

BSB: 016-441, **Account Number:** 340909579.

The option of payments for events as they occur will still remain for those families not making bulk payments and EFTPOS is available at the office.



Money Collection

Money sent to school to pay for excursions, incursions and events should be in the envelope provided which contains -

- The child's full name;
- Room number and teacher's name;
- Correct amount (if cash)
- Purpose.
- Cheques should be made out to Secret Harbour Primary School (NOT SHPS)

The envelope should be placed in the box in the Administration by 10:00am each day.

Educational Visits

These are planned to supplement the programs conducted within the school and it is hoped that all students will be able to participate in the appropriate activities. Notices, giving details of these activities and seeking parental approval will be sent out by the class teacher prior to such visits.

**** Copies of forms sent home in relation to class excursion will be available on our school's web site. Follow the buttons on the front page.**

Camps

These are becoming very expensive to conduct and place a heavy burden on those attending.

IT SHOULD BE NOTED THAT IT IS A PRIVILEGE FOR A STUDENT TO ATTEND A CAMP. IT IS NOT AN AUTOMATIC RIGHT.

Several factors are taken into consideration before a child's attendance at camp

is decided. These include:

Courtesy and consideration to all.

Application to school work.

Standards of conduct and dress.

Credit to the school.

In-term Swimming

Each year children are offered lessons held during term time. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents.

Reports

Formal reports of student progress are written and sent home at the completion of semesters one and two. Parents are asked to make contact with their child's teacher so that they are well aware of information that will most likely be contained within a formal report.

Reading and Library Books

All children must have a protective book bag before they are permitted to take a library book home. These are available at the uniform shop. All books are on loan and remain the property of the school. Children are required to look after them carefully. Lost or damaged books must be replaced.

School Canteen

We are very fortunate at SHPS to have the service of a school canteen every day. Many schools, that offer canteen services, can only do so one or two days a week. The success and continuation of the canteen being open everyday is fully dependent on Volunteers.

If you can help out please contact the canteen. The Canteen provides a lunch service. Please refer to the Canteen Menu that is distributed by the term with the newsletter. Children should not bring excessive amounts of money to spend at the canteen. The canteen always value volunteers to help out at recess and lunch and rely on these to be able to open every day.

The canteen also has an online ordering system for parents who wish to order from home or work.

Custody Arrangements

Please advise the school of any custody arrangements that involve your family. Documentation involving these arrangements must be provided and updated as required. Please note that unless Court Orders and documents are presented to the school they cannot be carried out.

Absences from School

If you know that your child will be away for an

extended period, please let us know. In the event of a Primary child being absent for more than two days without any explanation an Absentee Note will be sent home in accordance with 'It is a legal requirement that the student absence is explained to the class teacher via letter.' Any requests for vacations during the school term should be submitted in writing to the Principal.

Arriving at School

School starts at 8:50am and students can arrive from 8:35 when classroom doors are opened. Students should not arrive before 8:35am.

Leaving the School Grounds

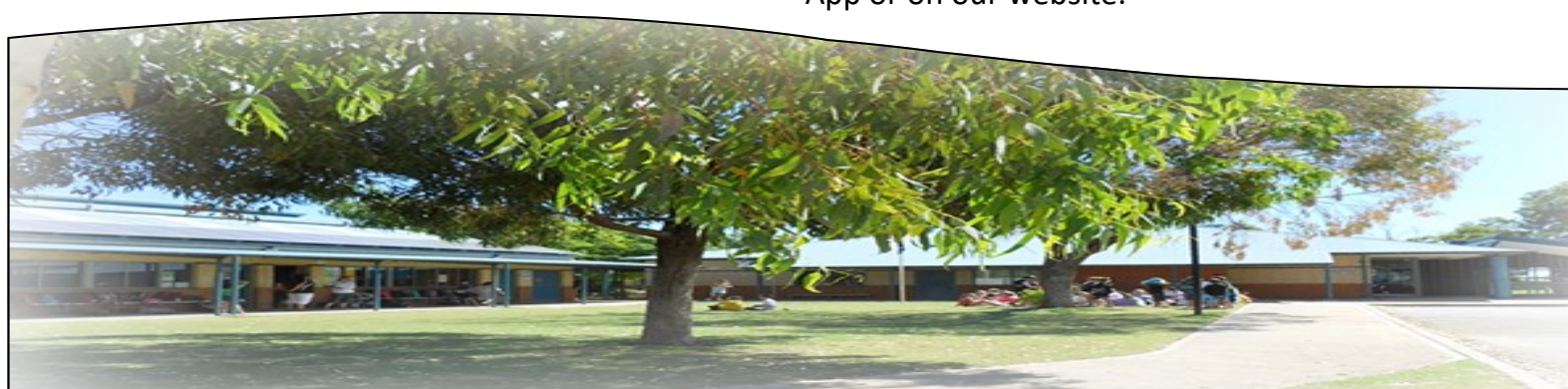
Students who are required to leave the school grounds during normal school hours need to be signed out by a parent at the Administration Office and also provide a note to the classroom teacher from their parents detailing the reason they need to leave the school.

Assembly

Parents will be notified of the assembly in the newsletter. They occur approximately every second week on a Friday commencing at 9:00 am in the Covered Assembly Area.

Newsletter

The School Newsletter is available every second Tuesday on the Secret Harbour Primary School App or on our website.



Skateboards/Scooters

Skateboards should not be brought onto school grounds. If scooters are ridden to school they are to be secured at one of the bicycle racks. They are not to be ridden in the school grounds.

Parent/Teacher Interviews

Parents are welcome to visit the school. If you would like to discuss any aspect of your child's progress, please contact your child's teacher to arrange a convenient time for an interview. On some occasions, teachers may request that you visit the school to enable them to discuss your child's progress.

Classroom teachers conduct an information meeting in early Term 1. Details of dates and times will be conveyed to you via the school newsletter.

Marking of Clothes

All articles of clothing must be clearly marked with the child's name and current room number.

Lost Property

Marked items of clothing will be returned to owners. Other items will be left for collection by owners. Parents are asked to encourage their child to take responsibility for their own belongings.

Toys at school

Children are discouraged from bringing toys of any kind to school. When children

bring toys to school there are invariably arguments about ownership, and the possibility of damage or loss.

Mobile Telephones

Whilst generally discouraged it is accepted that some students may have these as a form of emergency communication. However, the following rules apply:

- Once on the school grounds mobile phones must be switched off and remain turned off.
- Mobile phones are not to be used during break times.
- The school bears no responsibility for damage or loss in relation to mobile phones.

Dogs

Dogs should not be brought to school when delivering or collecting children. Please ensure that your dog is kept at home when your child/children leave for school.

No Smoking

Please note that Secret Harbour Primary does not allow smoking on the school grounds.



School Psychology Services

A School Psychologist is available to this school to assist in assessing children with specific learning difficulties or conduct general tests as requested by either the parents or the teacher. If you would like support or intervention from the school Psychologist please speak with the class teacher or Associate Principal Heidi O'Callaghan.

School Health Service

Regular visits are made to the school by a trained nurse. The main purpose of the visits is to assess the hearing and vision of students. Other aspects of their general health may be examined to ensure they obtain the greatest benefit from their education and a full enjoyment of life.

Dental Therapy Centre

There is a Dental therapy Centre situated at Secret Harbour Primary School.

Upon enrolling in the school the Dental Therapy Centre is notified and the relevant admission and parent consent forms are sent home. Once these forms are completed and returned to the school the children will be eligible for treatment at the Therapy Centre.

This treatment involves:

- Regular dental check ups
- Tooth brushing and oral hygiene instruction and education
- Fillings and extractions as required
- Referral to specialists as necessary.

After each check-up parents will be informed, in writing, of all treatment necessary and are always welcome to discuss this treatment with the staff at the centre.

All treatment carried out at the Dental Therapy Centre is free of charge. If children are referred out to a specialist then this treatment is at the parent's expense.

Children are eligible for treatment from Pre Primary until the end of year 11.

The clinic is currently operating Monday - Friday from 8:15am until 4:30pm and is closed during school holidays.

The phone number is 9524 8945 – please feel welcome to call or visit.

Medication

Parents may send medication to school only if it is absolutely necessary. Parents must complete a Student Medication Request/ Record Form and a Medication Instructions from Prescribing Doctor form. These are available from the school office.

Medical Conditions

Children who suffer from any Medical Conditions that require attention will need to complete a Medical Action Plan and forward it to the office. This information is vital so that the school can provide appropriate care in an emergency. Please let the school know if you have emergency ambulance cover in case it is needed.

If your child needs medication please make sure that it is not out of date and clear instructions are given in action plan.

Infectious Diseases

For your information, the following are the exclusion periods for common infectious diseases. In all cases, children can be re-admitted on a Medical Certificate stating that the child is no longer likely to convey the infection. If an outbreak of measles occurs in the school, children not immunised (or who do not have evidence of previous measles infection) may be excluded for a period of 13

| | |
|--------------------------|--|
| Chicken Pox | At least 5 days from onset of last lot of blisters, IF WELL. |
| Influenza - like illness | Until child has recovered. |
| School Sores (Impetigo) | Until all sores have healed. |
| Mumps | At least 7-10 days from onset IF WELL. Must produce a medical certificate of recovery. |
| Conjunctivitis | Until discharge from eye has ceased |
| Pediculosis (Head Lice) | Until hair is treated and free from lice and live eggs (Please check all family members at regular intervals) |
| Ringworm | Until the day after medical treatment has commenced. |
| Rubella (German Measles) | Until symptoms have subsided, or 5 days after onset of rash. |
| Measles | Children who contract measles are excluded from school until they can produce a medical certificate of recovery. |

Head Lice

Please inspect your children's hair regularly as there are occasional cases of head lice infestation.

Long hair should be tied back.

Shampoos are available from chemists and a sheet regarding treatment is available from the school.

Please advise the school so that the occurrence of the problem can be monitored.

Illness/and Accidents

Children who are obviously ill should not be sent to school. We do not have the facilities or staff to tend to the needs of sick children. Should a child become ill or is involved in some mishap at school we will do our best to ensure the child's safety until the parent or guardian is contacted. In the event of an apparent serious sickness, immediate medical attention will be sought. Parents will be notified of any action taken. To ensure prompt contact it is very important that parents keep the school informed of changes of address, telephone and/or emergency numbers.



Handicapped Parking

A handicapped parking bay is located near the Dental Therapy Centre, however those visitors requiring a closer park to the reception area are encouraged to park immediately behind the Administration Staff parking bays and as close to the front entrance of the school as possible.

Parking

There are two main off road car parks associated with the school. One is at the front of the school and is for the exclusive use of staff and official visitors. The other is at the rear of the school and is used by some staff who work in the Early Childhood Centre and Dental Therapy Centre. This car park is also available for parent parking. It is a very busy area immediately before and after school. To enter this car park it is best to do so from the north as opposed to crossing in front of traffic moving anti-clockwise around the school. When you exit this car park we ask that you do so by turning left and joining the traffic moving in the anti-clockwise direction towards Anstey Boulevard.

There is limited street parking around the school's boundary along Maratea Parade.

A drive around the school perimeter will quickly make it evident that parking is in short supply, especially if you want to park close to the school buildings.

There is short term parking immediately in front of the school administration building however this is not available between 8.30am and 9.00am and 2.30pm and 3.20pm. During these times the bays are used as a "Kiss & Drive" facility.

The "Kiss & Drive" is a fantastic way to deliver and pick up your children and be assured that they are safe without having to leave your car. To do this simply enter Maratea Parade from Warnbro Sound Road and drive into the bays at the front of the school where a volunteer will either open the car door to let your child out or open the door to let them in. All children are asked to assemble on the lawn area at the front of the administration building to wait for their parent's arrival. It should be noted that this service is very busy in the afternoons and patience is required at times. You will very rarely be required to wait in line longer than five minutes. Please continue along Maratea Parade and exit onto Anstey Road, as this is a much safer alternative to turning around in Maratea Parade.

To avoid congestion please consider the following;

If you live close to school take the opportunity to get some exercise and walk to school with your children when ever practicable and possible.

- Park in the shopping centre and walk through the underpass.
- When leaving the car park please turn left into Maratea Parade. This will keep the traffic flowing in an anti-clockwise direction and will avoid having to turn across the flow of traffic.

THANK YOU FOR HELPING TO MAKE OUR SCHOOL A SAFER PLACE FOR YOUR CHILDREN

Bicycle Use

By law protective helmets should be worn by all cyclists. No responsibility for bicycles ridden to school can be accepted by school staff. Parents are advised to provide children with chains and locks and some form of bicycle identification.

Students will be required to walk bicycles onto and off the school grounds. Children riding on open roads remain the responsibility of parents at all times. Parents are strongly urged to accept Bikewest Council recommendations and NOT allow children under the age of nine to ride bicycles to school unaccompanied.

Scooters must also be walked through the school grounds and not ridden. Parents of young children must supervise them when dropping off and picking up older children at school and they are not permitted to play on the playgrounds at any time.

School Watch

Your assistance in helping prevent vandalism and theft at school would be appreciated. If, outside of school hours, you see any suspicious behaviour in or around the school please contact one of the people on the numbers listed below. No further action will be needed as the person you contact will do whatever is necessary.

Education Security **9264 4771**

Rockingham Police **9528 8000**

Crime Stoppers **131444**



FOOTWEAR AND HEADWEAR

Appropriate footwear (no thongs or Ugg boots.) Particular activities such as cooking or excursions may necessitate enclosed footwear.

School uniform hats are compulsory for all outdoor activities during all terms. This includes recess and lunch breaks. Students will not be permitted to wear any hat other than a school uniform sanctioned hat.

JEWELLERY

Students become very distressed when they lose or break jewellery. Jewellery can also be an item that is a fashion statement or can cause inequity amongst the students. It is therefore preferred that no jewellery or valuables be worn or brought to school. If jewellery is worn to school the following dress code should be complied with:

- In the interest of safety earrings should be of the small sleeper or stud variety.
- Only inexpensive wrist watches should be worn then if they do get lost or broken they are easily replaced.
- It is preferred that chains, necklaces and bracelets (hand and ankle) not be worn as they are easily broken. (The Medic-alert type are of course acceptable.)

MAKE-UP AND COLOURED NAIL POLISH is not appropriate.

HAIRSTYLES

Hair should be neatly groomed and kept out of the eyes. Shoulder length or longer should be kept tied back from the face.

Extremes of hair styles are not acceptable.

Homework Policy

RATIONALE

It is believed by the teachers and parents of Secret Harbour Primary School that meaningful homework, on a regular basis, will enhance children's learning and assist in the development of self discipline and responsibility.

However children, like adults, need free time for relaxation and voluntary exploration. Homework should not be such an odious chore that it makes children "hate school."

AIMS

- To develop a sense of individual responsibility towards learning.
- To develop study habits.
- To improve learning (If children do some follow-up practice at home of things they have learnt at school they are likely to improve their learning rate and long term retention).
- To foster home support.
- To build student self esteem as learners through praise from parents and teachers.

IMPLEMENTATION

At the beginning of the year the teacher communicates (by letter or meeting) with parents outlining homework expectations. Requests for parents to sign their child's homework will be left to the discretion of the teacher.

Home work needs to be managed with care and sensitivity by parents and teachers if educational gains are to be made.

Children should not have to do homework tasks that:

- are not clearly understood.
- take hours.
- will require teaching of new concepts by the adults at home.

Work set to be done at home should be acknowledged at school.

Appropriate Tasks

- All children can be engaged in activities such as:
- Reading (fiction, non-fiction, newspapers, comic, magazines etc)
- Revision of work.
- Completion of tasks begun at school (eg Writing, Science, Health.)

More particularly:

Pre-Primary and Year 1 to 3 work will be informal and for as long as the child is interested. Year 4 - 7 children will be encouraged to develop independence and a sense or responsibility towards their learning. It should be noted that formal homework will not always be set.

General Principles (For Parents and Teachers)

- Encourage children to discuss what they did at School/Pre-Primary.
- Encourage lots of general discussion.
- Encourage children to listen and ask questions.
- Listen to children's talk, ask questions to

encourage them to clarify and extend ideas.

- Read to children daily if possible.
- Encourage children to write and to read.
- (For Parents). Have a regular time during the week when children and adults read, draw, write, invent things, solve problems together.

Behaviour Management Policy

RATIONALE:

One of the most significant influences affecting quality Student Outcomes is student behaviour in classrooms and throughout the school generally.

This document outlines the Secret Harbour Primary School policy in terms of the Department of Education Department of WA Policy of Managing Student Behaviour and Students at Risk, School Responsibilities, the Student Responsibilities and how parents can help.

AIMS:

Secret Harbour Primary School aims to

- Create a positive environment within the school and classroom so that the teachers and students can work together in harmony.
- Create a caring school environment where the rights and responsibilities of the individual are recognised and respected.
- Recognise those members of the school community whose exemplary behaviour promotes a positive and caring environment.

Establish a set of rules that protect

- the rights of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break rules, so that they are encouraged to recognise and respect the rights of others.
- Establish procedures so that conflicts can be resolved in a positive manner.

CODE OF BEHAVIOUR:

Show respect, courtesy and honesty to all others in the school community.

Work responsibly and diligently on all activities and accept that there are consequences for their actions.

- Consider the safety of self and others at all times.
- Keep the school neat and tidy
- Be punctual, prepared and well presented
- Follow directions from staff

Team work involves teachers, students and parents working together to achieve and promote the wellbeing of the whole school community.

POSITIVE INCENTIVES FOR STUDENT BEHAVIOUR

Positive incentives will reflect the developmental age and interests of the students.

WHOLE SCHOOL INCENTIVES

Faction tokens – (Given as classroom and playground rewards are placed into the faction box. At the end of each semester the winning faction receives an award); Merit

Awards and Specialist awards given in PE and Music. Star Slips are given to students demonstrating the focus of

CLASSROOM INCENTIVES

Encouragement is the primary instrument of positive reinforcement, along with stickers, prizes and stamps, raffle tickets (class raffle), marble jar (marbles are placed in a jar for positive behaviour, when the jar is full, the class receives a group prize). Students may be sent to the administration and other staff with good examples of their work or as recognition for their achievement or effort. These are some examples that can be used in the classroom and modified to suit year levels.

PROCEDURES FOR BEHAVIOUR MANAGEMENT OF CHILDREN

At the beginning of each year the children and teachers will devise their class rules and consequences. This will be communicated to parents at the introductory Parent Meeting.

This school is actively developing and implementing programs to help establish and promote a caring and supportive environment. All classroom teachers will promote and encourage the use of the “Friendly Schools and Families” , and “Friendly Kids, Friendly Classrooms” program as part of the pastoral care towards students, staff and the wider community.

The school will ensure that perpetrators are:

- Confronted by the evidence.

- personal action plan of non-aggression involving outside agencies as required. Given non-violent sanctions.
- The subject of regular behavioural review
- Encouraged to change behaviour through a variety of means: role play, counselling and positive affirmation.

In addition the school will encourage structured activities in well organised play to ensure a positive playground environment.

RULE/REMINDER WARNINGS

Referral to displayed rules. Reinforcement or questioning of class rules. Verbal reprimands according to individual classroom procedures. Stating the problem and clearly stating required behaviour.

TIME OUT IN CLASS

Further infractions of class rules leads to a student being isolated from other students/ teachers attention in the classroom.

TIME OUT IN “PARTNER” CLASS

- disruptive student placed in another classroom.
- student must complete a “Think Sheet”.
- notification forwarded to parent.

REFERRAL TO ADMINISTRATION

Children are only sent to the office for very serious offences or as a last resort. A child is sent to the office for disciplining reasons

after normal classroom procedures have been followed and must be accompanied by another child or the teacher and have a note outlining the offence in detail. For extremes in behaviour the steps can be jumped.

VIOLENCE/BULLYING/HARASSMENT

The school believes that the working environment for students and staff should be safe and free from violence, harassment and bullying of any kind. Our safe working environment is outlined in our statements of individuals’ rights. Bullying, violence and harassment are not tolerated because they infringe our fundamental rights to safety and fair treatment. Bullying refers to a wilful conscious desire to hurt, threaten or frighten. It can be physical or verbal in nature and is ongoing. It gives power through another’s pain, fear and humiliation. The school will not tolerate such behaviour in any circumstances.

In addition the school will encourage structured activities in well organised play to ensure a positive playground environment. Please refer to the “Parent Information Booklet ~ Friendly Schools” for detailed outline.



RIGHTS AND RESPONSIBILITIES

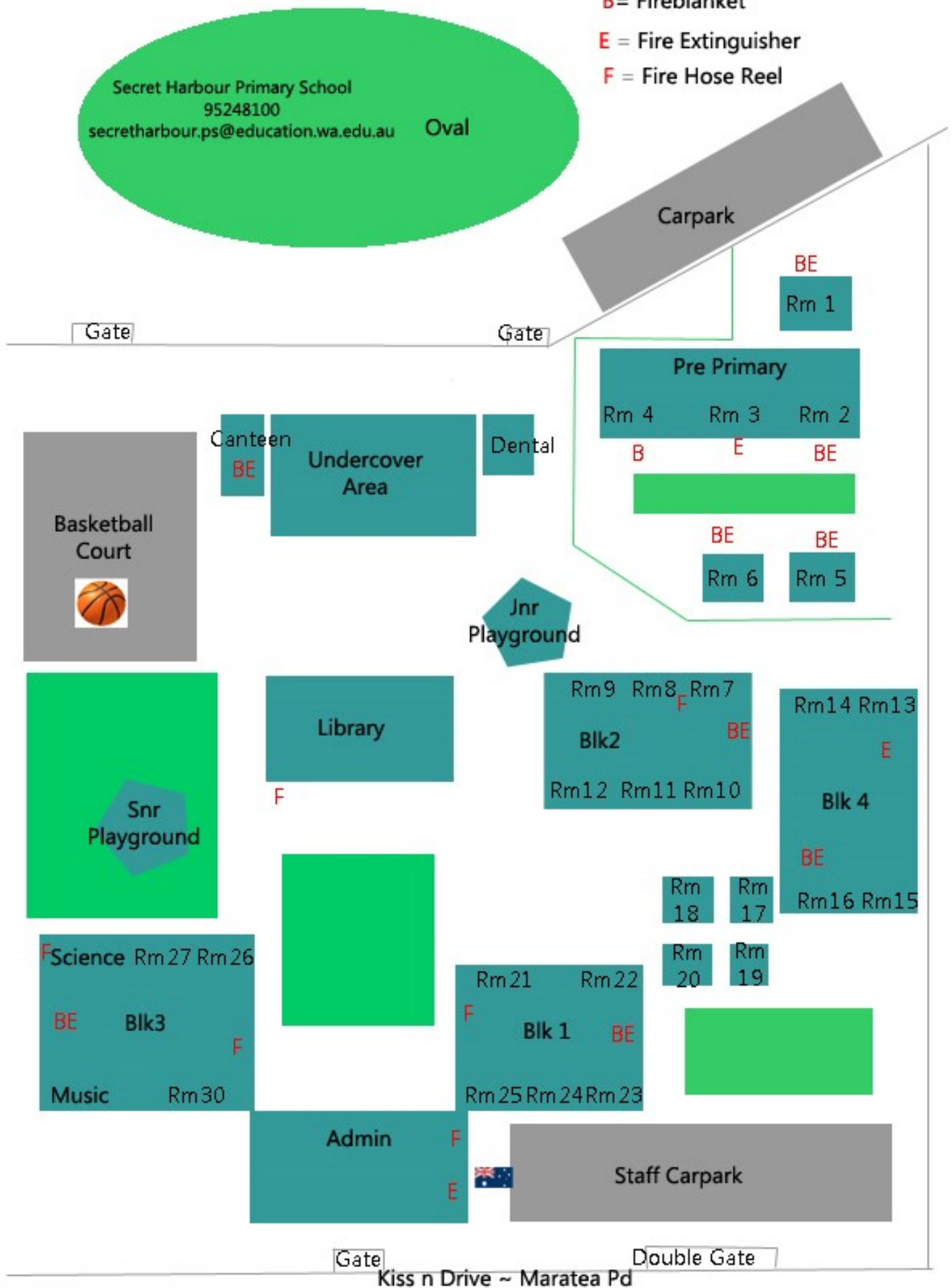
| Students have the RIGHT to: | Students have the RESPONSIBILITY to: |
|--|--|
| <p>Learn in a purposeful and supportive environment without disruption to achieve their education potential.</p> <p>Work and play in a safe, secure, friendly and clean environment.</p> <p>Respect, courtesy and honesty.</p> | <p>Ensure that their behaviour is not disruptive to the learning of others.</p> <p>Ensure that the school environment is kept neat, tidy and secure.</p> <p>Ensure that they are punctual, polite and prepared in a positive manner.</p> <p>Behave in a way that protects the safety and wellbeing of others.</p> <p>Ensure that their actions do not discredit the school.</p> <p>Recognise there are consequences for all their actions.</p> |
| Staff have the RIGHT to: | Staff have the RESPONSIBILITY to: |
| <p>Respect, courtesy and honesty.</p> <p>Teach in a safe, secure and clean environment.</p> <p>Teach in a purposeful and non-disruptive environment.</p> <p>Co-operation and support from parents, students and colleagues.</p> | <p>Model respectful, courteous and honest behaviour.</p> <p>Ensure that the school environment is kept neat, tidy and secure.</p> <p>Establish positive relationships with students, parents and colleagues.</p> <p>Ensure good organisation and planning.</p> <p>Report student progress to parents.</p> |
| Parents have the RIGHT to: | Parents have the RESPONSIBILITY to: |
| <p>Be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and welfare.</p> <p>Be informed of their child's progress.</p> <p>Access a meaningful and adequate education for their child.</p> <p>Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.</p> | <p>Ensure that their child attends school.</p> <p>Ensure that the physical and emotional condition of their child is at an optimum for effective learning.</p> <p>Ensure that their child is provided with the appropriate materials to make effective use of the learning environment.</p> <p>Support the school in providing a meaningful and adequate education for their children and establish positive relations with staff.</p> |

SCHOOL MAP

B = Fireblanket

E = Fire Extinguisher

F = Fire Hose Reel



Do you have FOMO? ~ Don't Miss Out!

I need to inform my child's teacher about their absence...how can I do that?



I would like to set up a meeting with the teacher, wonder how I can do that?



It would be great to have reminders about upcoming events and news.....

I wonder when the Kindy enrolments are happening this year?.....

**GET THE
SCHOOL
APP!**



<http://www.flexibuzz.com.au/au/school-app/>

SCHOOL APP INFORMATION

We have a school app which is one of the ways that we communicate with our parents. Please use the instructions below to download the free App. This comes with a calendar and reminder service for school events and is very user friendly. The newsletter and school announcements will be sent out via the app. Please enable push notifications when installing.



We're making it easier to *bee connected* by using FlexiBuzz to stay in touch.

Register for FlexiBuzz on your phone, tablet or PC to receive our news, messages, events and other communications.

FlexiBuzz

Stay in touch with FlexiBuzz

STEP 01 Sign up for FlexiBuzz and then login
Search "FlexiBuzz" in your app store. Go to web.flexibuzz.com and click "Sign Up".

STEP 02 Connect to us
Select the "Search" icon and type in our name. Select us from the results.

STEP 03 Select your communication groups
Click the "Add" icon beside the communication groups that apply to you.

STEP 04 Get started
Click the "Home" icon to view our recent posts.

For further information or assistance please visit our website www.flexibuzz.com or email us via support@flexibuzz.com.

FlexiBuzz

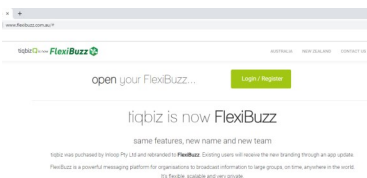
Website

Our school website is also an important communication tool. The website is regularly updated with current parent notes, newsletters, meetings of P&C minutes, learning resources, event photos, student work and dates to remember.

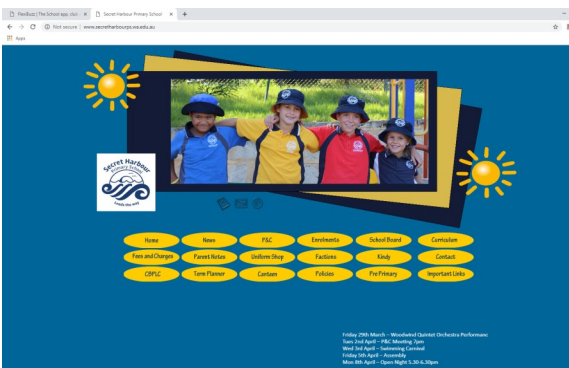
How we Communicate with our Families



Our School Newsletter which goes out (Fortnightly on Tuesday) via our school app (Flexibuzz) and is also posted on our website.



Our School App **Flexi Buzz** which can be downloaded free from your app store. Please enable notifications for whole school.



Our school website at:
www.secretharbourps.wa.edu.au



In case of unexplained absences we use our computerised text messaging service. Messages are sent out automatically at 10:30am and 2pm to inform of any unexplained absence. The text comes from this number: 0437286183