

SHPS|Secrets Snack Summer 2015 Menu

secretssnack@gmail.com

Before School

G - Yoghurt reduced fat (Vanilla & Strawberry)	\$ 1.50
G - Seasonal Fruit	\$ 0.50
G - Pikelets	\$ 0.30
G - Hot Milo	\$ 1.00
G - Up & Go	\$ 2.00
Choc, Vanilla & Strawberry	
G - Flavoured Milk / Plain Hi Lo Milk	\$ 2.00
Choc, Caramel, Choc-Mint, Strawberry, Banana	
Recess	
G - Cheesy	\$ 1.00
G - Jelly, Fruit & Custard Cup	\$ 1.00
G - Yoghurt reduced fat	\$ 1.50
Vanilla & Strawberry	
G - Seasonal Fruit	\$ 0.50
G - Pikelets	\$ 0.30
G - Air Popped Popcorn Small	\$ 0.20
Large	\$ 0.50
G - Up & Go	\$ 2.00
Choc, Vanilla & Strawberry	
A - Carter Fruit Muffins	\$ 1.00
A - Nachos	\$ 1.00
A - Biscuits	\$ 0.20
G - Frozen Milk Cups	\$ 0.60
G - Bottled Water	\$ 2.00
G - Flavoured Milk / Hi Lo Milk	\$ 2.00
Salad Trays	
G - Salad	\$ 3.50
Lettuce, tomato, carrot & cucumber	
G - Ham, Chicken or Tuna Salad	\$ 4.50
G - Chicken Nuggets, Salad & Fruit	\$ 4.50
G - Egg or Cheese Salad	\$ 4.50
Available Salad Dressing Italian or Caesar	

Daily Lunch Specials

Daily Specials come with a Water or Milk only.
Additional charge is added for Lol or Nudie Juice

Monday		
G - Amore Bacon & Cheese Pizza	\$ 5.50	
A - With a Lol or Nudie Juice	\$ 5.80	
Tuesday		
G - Cheeseburger or Hamburger	\$ 5.50	
Served with salad		
A - With a Lol or Nudie Juice	\$ 5.80	
Wednesday		
A - Meat Pie or Sausage Roll	\$ 5.50	
Includes Tomato Sauce		
With a Lol or Nudie Juice	\$ 5.80	
Thursday		
G - Crumbed Fish or Chicken Strip	\$ 5.50	
Sub with Salad & Mayo		
A - With a Lol or Nudie Juice	\$ 5.80	
Friday		
A - Hot Dog	\$ 5.50	
Includes Tomato Sauce		
With a Lol or Nudie Juice	\$ 5.80	
Sandwiches		
White high fibre or wholemeal, toasted or fresh		
A - Ham, G - Chicken or Tuna	\$ 3.50	
G - Vegemite	\$ 2.00	
G - Egg (Plain)	\$ 3.00	
G - Curried Egg	\$ 3.50	
G - Salad	\$ 3.00	
Lettuce, Tomato, Carrot & Cucumber		
G - Cheese	\$ 3.00	
G - Baked Beans or Spaghetti	\$ 3.00	
G - Served on a Roll or Wrap	\$ 0.50	

Hot Lunches

Available everyday		
G - Hot Chicken & Mayo Roll	\$ 4.00	
G - Hot Ham & Cheese Roll	\$ 4.00	
G - Ravioli	\$ 4.00	
G - Potato Bake	\$ 4.00	
G - Sweet & Sour Chicken	\$ 4.00	
G - Homemade Macaroni Cheese	\$ 4.00	
G - Spaghetti Bolognese	\$ 4.00	
G - Fried Rice	\$ 4.00	
G - Sushi served with seasonal Veggie/Fruit sticks	\$ 4.50	
Tuna or Vegetarian		
A - Wedges (Tuesday/Friday only) with Cheese & Tomato Sauce	\$ 5.00	
Extras		
G - Tomato	\$ 0.30	
G - Beetroot or Egg or Pineapple	\$ 0.50	
G - Cheese	\$ 0.50	
G - Tomato sauce or Mayonnaise	\$ 0.30	
G - Baked Beans or Spaghetti	\$ 0.50	
G - Avocado	\$ 1.00	
After Lunch Sales		
A - Slushies	\$ 2.00	
A - Vanilla Ice Cream Bucket	\$ 1.00	
G - Frozen Milk Cups	\$ 0.60	
A - Quelch Ice Stick	\$ 0.50	
A - Lol	\$ 2.30	
Tropical, Raspberry, Blackcurrent,		
A - Nudie Juice	\$ 2.30	
Orange, Tropical, Lemonade, Apple		
G = Green item A = Amber item		

www.ouronlinecanteen.com.au ~ online ordering option

CANTEEN TEL: 95248964



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, covering books 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 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**

www.secretharbourps@education.wa.edu.au

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;

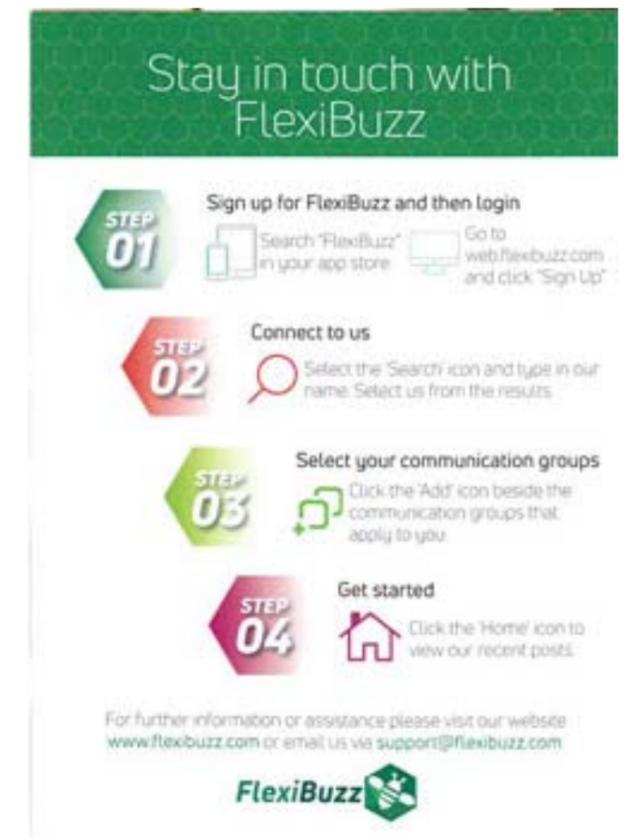
A commitment to seek out and encourage those who can enrich the school programme, thus enhancing the development of our students;

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

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

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.



Website

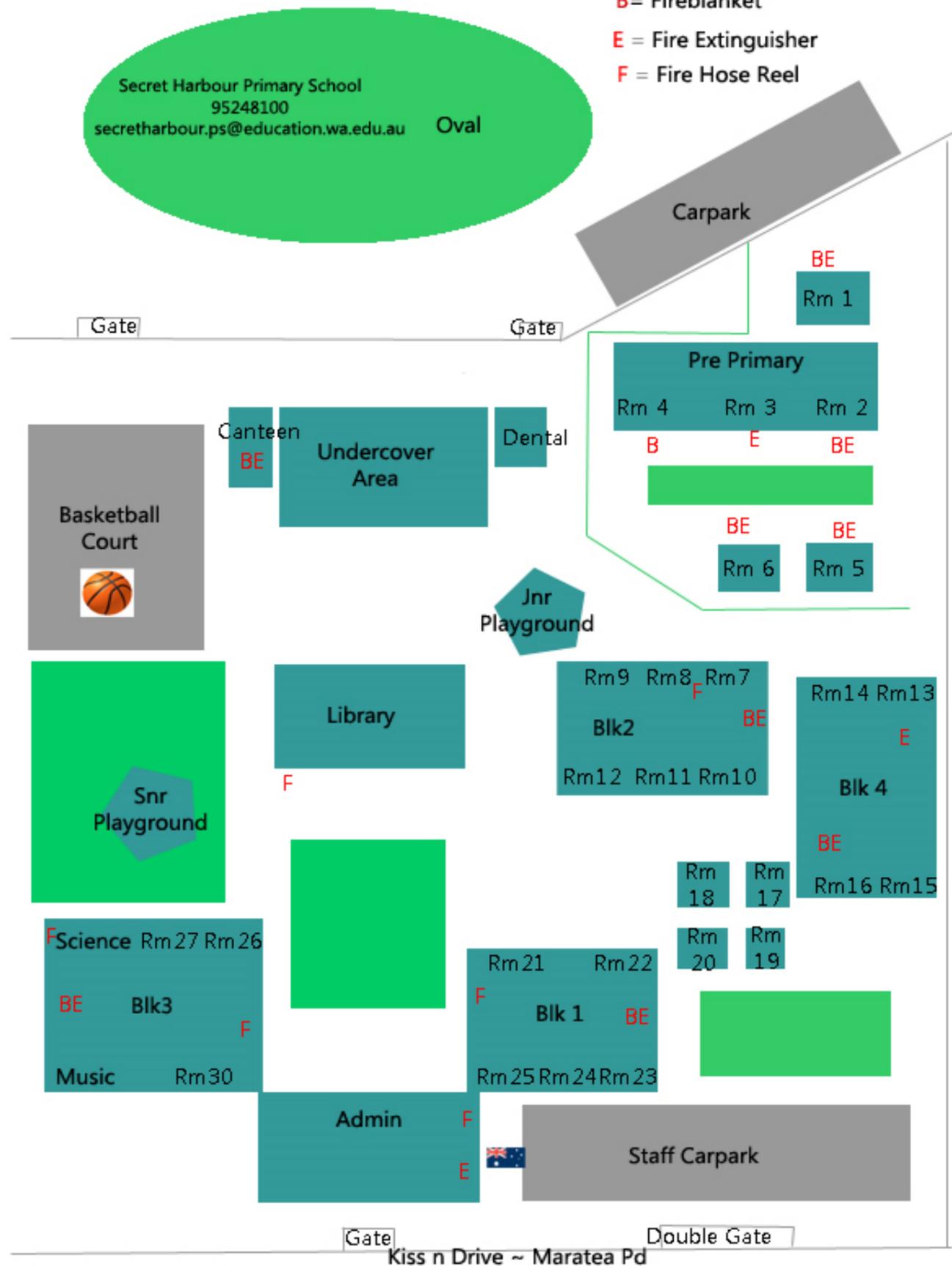
Our school website is also an important communication tool. The website is regularly updated with current parent notes, newsletters, meetings of P&C minutes, learning resources, event photos, student work and dates to remember.

School Rules

- Be Safe
- Be Fair
- Be Respectful

SCHOOL MAP

B = Fireblanket
E = Fire Extinguisher
F = Fire Hose Reel



Admissions

The school caters for students from Kindy to year 6.

All enrolments are carried out at the School Office. Kindergarten, and first enrolments to year one are not complete until a Birth Certificate or Extract of Birth entry has been produced. Immunisation records are to be shown on enrolment for all children.

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 you 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. Uniforms are available for order through the uniform shop.

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.

Children who regularly go home for lunch may provide a cover note for the year.

Children who go home for lunch occasionally should provide a parental note for each occasion.

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

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.

It may be necessary to replace some items such as pencils throughout the year.

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 2016. 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 you 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 years 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 events 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.

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 as 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>

- 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.



Money Collection

Money sent to school to pay for excursions, bus fares etc should be sealed in an envelope bearing -

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

This envelope should be given to the class teacher before 9.00 am.

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

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.

By accessing the web site you are also able to view archived copies of the school's newsletter. The website address is at www.secretharbourps.wa.edu.au

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.

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 'Values'. Slips go into a 'draw' where three winners are

selected at assembly.

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.
- Assisted to develop a personal action plan of non-aggression



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 of 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 use home

situations to learn to count, hear sounds in words, develop ideas about adding, subtracting, grouping (multiplication), sharing (division).

- 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

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.

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.

Wearing of Sun Hats

Because of the dangers of skin-cancer children participating in any school activity where they are exposed to the sun

must wear sun hats. The wearing of hats is encouraged throughout the year and children who are not wearing hats must remain under the veranda during recess, lunch, sport and physical education times. Please ensure that hats are clearly labelled with your child's name. School hats can be purchased from the uniform shop and no other hats are to be worn.

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.

Asthma

Children who suffer from asthma will need to complete an Asthma Action Plan and forward to the office. This information is vital so that the school can provide appropriate care in an emergency.

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.

FACTION SHIRTS

Faction coloured shirts are available with school logo and faction name.

DUNE ~ Gold

OCEAN ~ Blue

SUNSET ~ Red

TUART ~ Green

FOOTWEAR AND HEADWEAR

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

School uniform caps and 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

Dress Code ~ POLICY

The School Council of Secret Harbour Primary School has established a dress code for all students attending the school. Knowing this, it is concluded that in enrolling your child at this school you too accept this policy.

PURPOSE OF A DRESS CODE POLICY:

The School Council believes a school dress code:

- Gives the students a sense of unity, belonging and pride in their school, which assists in building School and team spirit.
- Ensures that students are safely dressed for school activities and the environment.
- Minimises competition between students to wear more expensive or fashionable clothing
- Clearly identifies Secret Harbour Primary School students from other students who may come into the school.
- Fosters and enhances the public image of the school.

MODIFICATION TO THE DRESS CODE:

Parents of students who for religious, cultural or health reasons may need to modify the school dress code are required to make an appointment with the Principal. Staff members will be informed of any student granted a modification to the dress code.

SANCTIONS FOR NON-COMPLIANCE:

Students not following the dress code will receive:

Counselling by the Principal or Principal's nominee on the benefits of a dress code.

Assistance/support to obtain suitable clothing if necessary; and

If these measures fail then the Parents/Guardians will be contacted.

AVAILABILITY OF DRESS CODE ITEMS:

Items in the school colours and bearing the school logo may be purchased from the Uniform

Shop run by the P&C.

Second-hand clothes may also become available at the Uniform Shop.

Items within the designated school colours may be purchased from any clothing or department store.

Parents/guardians having financial difficulties regarding the purchase of a uniform should contact the Principal to discuss the situation.

CLOTHING

Summer Dress Code

- Polo type shirt or T Shirt - Navy school shirt
- Navy blue shorts (Not bike shorts, board shorts, football shorts, brief shorts.)
- Blue tartan skirt or Navy blue skirt.
- Dresses as supplied at Uniform Shop

WINTER DRESS CODE

Navy type shirt (as supplied at uniform shop) - (No slogans, except for school logo.)

Plain navy blue track suit pants. (No slogans or logos.)

Navy blue track suit tops. (No slogans except school logo.)

Navy blue zip Jacket or Letterman jackets (School colours and logo)

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 days.

Period Of Exclusion

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.

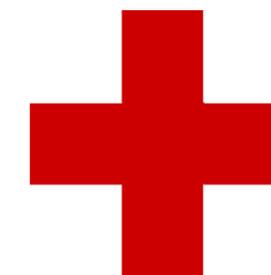
Long hair should be tied back.

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. In the last two years the P&C Association through their Roadwise Committee have worked very hard to alleviate the traffic congestion and improve the safety of our students during the very busy before and after school time slots.

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. The volunteers are dressed in Orange vests and are easily visible. During the afternoon pick-up 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.
- If driving to school please approach the school via Warnbro Sound Ave and turn into Maratea Parade, hence driving in an anti-clockwise direction. This will prevent a traffic hold up when trying to enter the car park from the opposite side of Maratea Parade, which is turning right into the car park instead of left.
- 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.

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	92644771
Rockingham Police	95288000
Crime Stoppers	131444

Safety House

Safety House has been set up in the Secret Harbour area. There has been a wonderful response to the program; however the committee is always looking for new homes to become involved to support the programme in such a large and growing area. If you are interested in becoming a Safety House or would like some information on the programme please make contact with the school and your enquiry will be directed to one of the current committee members.

Contact us:

Email: secretharbour.ps@education.wa.edu.au
Tel: 08 95248100
Fax: 08 95248101
Mail: Secret Harbour PS
178 Maratea Parade
SECRET HARBOUR WA 6173

