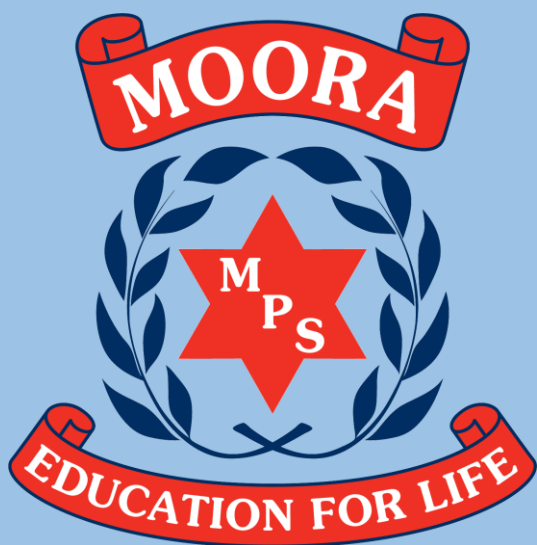


MOORA PRIMARY SCHOOL



Information Booklet 2024

Table of Contents

| | |
|---|----|
| Moora Primary School | |
| Welcome to Moora Primary School..... | 3 |
| General Information | 4 |
| Dates to Remember | 4 |
| School Times | 4 |
| 2024 Staff | 5 |
| Curriculum | 5 |
| Enrolments | 6 |
| Important Protocols | 6 |
| Changes in Family Circumstances | 6 |
| Attendance | 6 |
| Absences from School | 6 |
| Voluntary Contributions | 7 |
| Charges..... | 7 |
| Dress Code..... | 8 |
| Lost Property | 8 |
| Parent Interviews..... | 8 |
| Parent Involvement..... | 9 |
| Communication with Parents | 9 |
| Reporting to Parents | 9 |
| Seesaw App | 10 |
| Pick-up and Delivery of Students to School..... | 10 |
| Traffic and Parking | 10 |
| Bikes and Scooters..... | 11 |
| Leaving School Grounds..... | 11 |
| Visitors to the School | 11 |
| Arrival time to School | 11 |
| Excursions & Incursions..... | 11 |
| Money Collections..... | 11 |
| School Property | 12 |
| Library..... | 12 |
| Personal Items Lists | 12 |
| Assembly..... | 12 |
| School Lunches | 13 |
| Crunch & Sip..... | 13 |
| Birthdays | 13 |
| School Board..... | 13 |
| Parent Committees—P&C..... | 14 |
| School Buses..... | 14 |
| Sport Information..... | 15 |
| Moora Primary School's Code of Behaviour | 16 |

| | |
|--|----|
| Behaviour Management..... | 16 |
| Administration of Medication..... | 17 |
| Drug Free School..... | 17 |
| Health Information..... | 18 |
| Chicken Pox..... | 18 |
| Conjunctivitis..... | 18 |
| Diarrhoea..... | 18 |
| Head Lice..... | 18 |
| Impetigo (School Sores)..... | 19 |
| Measles..... | 19 |
| Mumps..... | 19 |
| Pertussis (Whooping Cough)..... | 19 |
| Ringworm..... | 19 |
| Rubella..... | 20 |
| Scabies..... | 20 |
| Head Lice Information..... | 20 |
| Homework..... | 21 |
| Students who require Additional Support..... | 22 |
| Technology, Internet and iPads..... | 22 |
| Our Beliefs About Teaching and Learning..... | 23 |
| Statement of Purpose..... | 24 |
| Vision..... | 24 |

WELCOME TO MOORA PRIMARY SCHOOL

Welcome to Moora Primary School!

It is an honour to have your child and family at our school. Our students are at the centre of everything we do. Our dedicated team of skilled and engaged educators work together to provide a range of learning opportunities aimed at developing the whole child, with a focus on academic, social, physical and emotional development of every child.

Our school fosters a sense of belonging for everyone. We promote a positive and supportive learning environment with high expectations of student learning and behaviour. We are a positive support school and promote our school values of respect, perseverance, integrity and achievement.

This handbook was developed to provide families with easy access to relevant information regarding our school. We welcome any feedback that could enhance this process to ensure that this is a positive experience for students and their families.

Katrina Carnicelli
Principal

GENERAL INFORMATION

Moora Primary School is a Level 4 Primary School. Education at Moora Primary School dates back to 1897, and, over the years, we have served as a Primary School, District High School, and the birthplace of Central Midlands Senior High School. We cater for students from Kindergarten to Year 6 in a school environment that is well-presented, well-resourced and supported by a wonderful community.

Welcome to Moora Primary School.

DATES TO REMEMBER

Term Dates for Students are:

| | | |
|----------------|------------------------------------|------------------------------------|
| <u>Term 1:</u> | Wednesday 31 st January | Thursday 28 th March |
| <u>Term 2:</u> | Tuesday 16 th April | Friday 28 th June |
| <u>Term 3:</u> | Monday 15 th July | Friday 20 th September |
| <u>Term 4:</u> | Tuesday 8 th October | Thursday 12 th December |

School Development Days:

| | |
|----------------|--|
| <u>Term 1:</u> | Monday 29 th January & Tuesday 30 th January |
| <u>Term 2:</u> | Monday 15 th April |
| <u>Term 2:</u> | Friday 31 st May |
| <u>Term 4:</u> | Monday 7 th October |

In Term Public Holidays:

| | |
|-------------------------------|---------------------------------|
| <u>Labour Day:</u> | Monday 4 th March |
| <u>Anzac Day:</u> | Thursday 25 th April |
| <u>Western Australia Day:</u> | Monday 3 rd June |

SCHOOL TIMES

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|---------|---------|-----------|----------|---------|
| Commence | 8.40am | 8.40am | 8.40am | 8.40am | 8.40am |
| Recess | 10.40am | 10.40am | 10.40am | 10.40am | 10.40am |
| Class Time | 11.00am | 11.00am | 11.00am | 11.00am | 11.00am |
| Lunch | 1.00pm | 1.00pm | 1.00pm | 1.00pm | 1.00pm |
| Class Time | 1.39pm | 1.39pm | 1.39pm | 1.39pm | 1.39pm |
| Home Time | 2.55pm | 2.55pm | 2.55pm | 2.55pm | 2.55pm |

2024 STAFF

| | |
|---|--|
| Principal | <i>Miss Katrina Carnicelli — Katrina.Carnicelli@education.wa.edu.au</i> |
| Associate Principal | <i>Miss Shannon Jeffers — Shannon.Jeffers@education.wa.edu.au</i> |
| Manager Corporate Services | <i>Mrs Ashleigh White—Ashleigh.White@education.wa.edu.au</i> |
| Teaching Staff | |
| Blue Room —K | <i>Mrs Angela Gardiner—Angela.Johns@education.wa.edu.au</i> |
| Room 1—PP | <i>Miss Candás Brown – Candás.Brown@education.wa.edu.au</i> |
| Room 2—1/2 | <i>Miss Morgan Hurley – Morgan.Hurley@education.wa.edu.au</i> |
| Room 3—3/4 | <i>Miss Lauren Conti – Lauren.Conti@education.wa.edu.au</i> |
| Room 4— 4/5 | <i>Miss Jessica Prowse – Jessica.Prowse@education.wa.edu.au</i> |
| Room 5— Yr 6 | <i>Mrs Annaleis Topham - Annaleis.Topham@education.wa.edu.au</i> |
| Specialist Teachers | |
| Science, Indonesian, Physical Education HASS | <i>Miss Taryn Harris—Taryn.Harris@education.wa.edu.au</i> |
| Pre-Primary Support | <i>Mrs Susan Dennis—Susan.Dennis1@education.wa.edu.au</i> <i>Mrs Tarlee Brown – Tarlee.Brown@education.wa.edu.au</i> |
| Education Assistants | <i>Miss Karen Howard</i> <i>Mrs Leanne McCuish</i> <i>Mrs Tracy Vanzetti</i> <i>Mrs Vanessa McCuish</i> <i>Mrs Monica Sayers</i> <i>Mrs Brooke Schreurs</i> <i>Mrs Sarah Furniss</i> |
| AIEO | <i>Miss Bridgette Narrier</i> |
| Library Officer | <i>Mrs Lisa King</i> |
| School Chaplain | <i>Mrs Nicola Crago</i> |
| Gardener | <i>Mr Malcolm Deane</i> |
| Cleaners | <i>Mrs Yvette Glover and Mrs Annette Johns</i> |

Staffing and Classroom Structure is not finalised until late February 2024 when student numbers have been confirmed.

CURRICULUM

Moora Primary School offers a broad and balanced curriculum, consistent with the Western Australian Curriculum and School Curriculum and Standards Authority of Western Australia guidelines on content and delivery. We have a heavy focus on Literacy and Numeracy across all classes, and operate dedicated, uninterrupted teaching blocks in these learning areas each day.

ENROLMENTS

Parents must complete a Student Enrolment form when enrolling their child. BIRTH CERTIFICATES need to be produced BEFORE children can be admitted to Kindergarten. You will need to provide evidence of your child's current immunisation status when you lodge an application to enrol. You can provide one of the following—Australian Immunisation Register (AIR) Immunisation History Statement that is not more than two months old; or Australian Immunisation Register (AIR) Immunisation History Form for children on a catch up schedule that is not more than six months old; or Immunisation Certificate issued by the Chief Health Officer. Please complete all forms in as much detail as possible.

IMPORTANT PROTOCOLS

Emergency Contact Details

Parents are requested to ensure that the emergency contacts (especially phone numbers) registered on their children's enrolment forms are CURRENT at ALL TIMES. Annual update forms will be sent out in the first weeks of the new school year. Please include mobile phone numbers and email addresses as well.

This information is very important. Please keep us up to date on any changes.

CHANGES IN FAMILY CIRCUMSTANCES

If any changes occur that may affect your child (eg: separation, death of important person or pet, major family illness) please see the teacher. These circumstances may unsettle the child giving rise to problems and if the teacher knows, he or she will be able to better help the child. In some cases, this may involve updating your records. Please contact the school office to arrange this and be assured that all personal details are confidential. Please note that the Principal must view Family Court documents which affect custody of and access to your child.

ATTENDANCE

Students are required by law to attend school. Please be punctual to deliver and collect your child from school. It can be very disturbing for your child to be delivered or collected late. If you are unavoidably delayed, please ring and let the school know so your child can be reassured. **A written explanation is a legal requirement under the Education Act for every absence from school.**

The range of categories of educational risk are:

- Regular – 90% attendance or greater
- Indicated – 80-89% attendance
- Moderate – 60-79% attendance
- Severe – Less than 60% attendance

ABSENCES FROM SCHOOL

Notes are kept on file by classroom teachers and must be available for perusal by the Department of Education's Attendance Officer. Absentees can be submitted using the [Attendance Link](#) on our Website, via the Seesaw App or by phoning the front office.

Any holiday, which occurs during the term, should be discussed with the Principal prior to departure. The Attendance Officer has made it clear that being absent from school to depart earlier for a holiday, even a day, is not considered a reasonable excuse. It is considered that given there are twelve weeks of time allocated to school holidays, travel time should not require absence from school. Taking a day off because it is a student's birthday or for a shopping trip is not considered a reasonable excuse for an absence.

VOLUNTARY CONTRIBUTIONS

| Curriculum Area | Itemised Costs |
|---|--------------------------|
| Library | \$5.00 |
| English | \$10.00 |
| Mathematics | \$10.00 |
| Humanities and Social Science | \$5.00 |
| Science | \$5.00 |
| The Arts | \$10.00 |
| Physical Education | \$5.00 |
| Design and Technology | \$10.00 |
| Total Contributions Payable by March 31st, 2024: | \$60.00 / student |

The full amount contributed by parents through payment of Voluntary Contributions is allocated to teaching resources for the students at our school. Non-payment of contributions places undue pressure on the school budget.

The amount requested for each Kindergarten student is \$30 per child, per year.

The level of Voluntary Contributions and Charges for 2024 was approved by the Moora Primary School Board.

Payment of Voluntary Contributions can be made via cash, cheque, payable to Moora Primary School, or via direct credit to our bank account: **Commonwealth Bank BSB: 066-040 ACCOUNT NO: 19904795.**

If your Voluntary Contributions are paid before the 31st March 2024, you go into the draw to win a school uniform kindly donation by Topp Dogg.

CHARGES

*Charges—Extra Cost Options

- Additional cost items such as camps/incursions/excursions are estimated maximum costs—these amounts are at the absolute upper limit and will never be exceeded.
- Payment will be requested during the school year when costs and participation by students is confirmed.

| | K | P | 1 | 2 | 3 | 4 | 5 | 6 |
|----------------------|---------|---------|---------|---------|---------|---------|---------|-----------|
| Item | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Excursions | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 |
| Incursions | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Swimming Lessons | | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 |
| Sports Activities | | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 |
| Classroom Activities | \$20.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 | \$40.00 |
| Camps | | | | | | | | \$1800.00 |
| Graduation Excursion | | | | | | | | \$60.00 |
| Leadership Excursion | | | | | | | | \$50.00 |

*Please note that Kindergarten students do not participate in Swimming Lessons.

DRESS CODE

School Uniforms

Wearing of the school uniform is one way to assist in the development of school pride. Many favourable comments on the children’s appearance have been given by visitors upon their arrival at school functions. It is expected that students wear school uniforms as listed below:

Footwear: Closed in shoes or gym shoes with socks, or sandals which are fastened over the instep. Thongs, backless shoes or sandals are not acceptable, nor are shoes with higher heels.

It is recommended that students wear sport shoes for sport and physical education lessons.

It is also suggested that young students who have not yet mastered tying shoe laces, wear shoes fastened with Velcro.

*Please note—long chains, loose bracelets, dangling earrings facial/body piercing or any other adornments deemed unsafe for school activities are not suitable for school and the child will be asked to remove them.

Failure to comply with the Dress Code may result in loss of privileges including representing the school at public functions, sporting events and excursions.

Students with long hair are expected to have it tied back.



| | | |
|---|--|---|
| <p><u>Winter Boys & Girls</u></p> <ul style="list-style-type: none"> • Navy Blue Tracksuit pants/Cargo Pants / Skirt • Navy Blue Polo Shirt • Blue Long Sleeved Polo Shirt • Navy Blue Jumper/Jacket - | <p><u>Summer Boys</u></p> <ul style="list-style-type: none"> • Navy Blue Polo Shirt • Navy Blue Shorts <p><u>Sports</u></p> <ul style="list-style-type: none"> • Faction Polo Shirt—Red or Royal Blue • Navy Blue Shorts | <p><u>Summer Girls</u></p> <ul style="list-style-type: none"> • Navy Blue Polo Shirt • Navy Blue Skirt, shorts or skorts <p><u>Sports</u></p> <ul style="list-style-type: none"> • Faction Polo Shirt—Red or Royal Blue • Navy Blue Shorts, skirts or skorts. |
|---|--|---|

All school uniform items are available for purchase from Topp Dogg, Moora and Concept Signs, Moora.

Please note that the school has a “**No School Hat—No Play**” Policy endorsed by the School Board. The School Dress Code is endorsed by the Moora Primary School Board and is due to be updated in 2024.

LOST PROPERTY

To help prevent lost property being unclaimed, it is **IMPORTANT** that you label all children’s stationery and clothing with a permanent marking system. At the end of each term all unclaimed lost property will be sent for recycling.

PARENT INTERVIEWS

Parents are most welcome to come to the school and discuss their child’s progress with teachers. Before school is not always a suitable time, as this is preparation time for the day. Please make an appointment to select a convenient time, either by telephoning the school or writing a note to the child’s teacher (Seesaw is a good option). The administration staff (Principal and Associate Principal) are available for appointments, please contact the front office.

PARENT INVOLVEMENT

Parental involvement will always be encouraged throughout the school. Parents and community members are most welcome to visit the school. All parent helpers are required to sign the visitor's book in the office on arrival and departure of the school.

COMMUNICATION WITH PARENTS

Parent Information Meetings

Teachers will hold a parent class meeting at the beginning of Term 1. During these meetings teachers will generally discuss class programs, operations of the class, homework expectations etc. This type of meeting is not the time to discuss individual children. Please make an appointment to see your child's teacher for a more in depth conversation about your child.

School Newsletter

Newsletters will be sent electronically to your email address provided in Week 3, 6 and 9 of each term. If you require a paper base copy, please contact the office.

Seesaw / Communication Books / Emails

The link between home and school is vital. The school will communicate through Seesaw (preferred), student diaries, communication books or emails, as appropriate. Please feel free to contact the class teacher through any of these means. We appreciate it if you could give an acknowledgement that the message has been received, and we will do the same. Please see page 10 for further instruction for Seesaw.

REPORTING TO PARENTS

Parent Interviews

From time to time a teacher may have concerns about your child's progress and arrange an interview time with you. Parents are also encouraged to make appointments to discuss your child's progress, especially if there are concerns on their part. Remember if there are concerns, your child's teacher should be your first port of call. Please contact the teacher to make an appointment.

Reporting Process

Students will receive a formal written report at the end of Terms 2 & 4. Reports will be sent electronically to your email address provided. If you require a paper base copy, please contact the office.

Please note that your child's teacher may request an appointment with you to discuss your child's progress. Parents should also request a meeting with the teacher if you have any concerns regarding your child's progress at school.

In Term 3, we will be holding a Parent Interim-Report Interview afternoon.

National Assessment Program for Literacy & Numeracy (NAPLAN)

Each year students in Years 3 and 5 participate in a National Assessment for Literacy and Numeracy. This assessment compares Like School to Like School and State to State. The Assessments are conducted in March. Individual student progress is tracked between Years 3, 5, 7 and 9. It is possible to determine how the student went compared to all other students in Australia in his/her year level on this particular test. Sometimes the results do not reflect the true ability of some students because of the manner of the testing. The test results should always be balanced by the classroom teacher's assessment.

SEESAW APP

The school utilises a Smartphone app called Seesaw to help us communicate more effectively with our Parent/Student community. The classroom teacher will send a Seesaw invitation at the start of the year. If you need further assistance setting up Seesaw, please reach out to the teacher.



Welcome to Seesaw!

Connect Families on the Seesaw app

Seesaw is where your child's learning lives.
It's where home-school communication lives.
All in one place! Let's get you connected.



Steps to Connect

Look for a **printed, email, or text** invite and follow instructions!



- 1 Download the **Seesaw app** or go to **app.seesaw.me** on a computer
- 2 Click '**I'm a Family Member**'
- 3 **Printed Invites:** Scan the QR code
Text/Email Invites: Click the link
- 4 Follow the prompts to **create an account** or **sign in**

How to Use Seesaw

| | | | |
|--|--|--|---|
|  <p>Adjust Account Settings and connect to Seesaw Journals for additional children</p> |  <p>View and engage with all recent posts from all of your children using Seesaw</p> |  <p>View posts from one child or class (vs. all recent posts in the Home tab)</p> |  <p>Use Messages to Communicate with teachers</p> |
|--|--|--|---|

Connected family members see only their own child's learning

PICK-UP AND DELIVERY OF STUDENTS TO SCHOOL

It is School policy that a parent or nominated adult must come to the door to deliver and collect their child from Kindergarten. Staff must be notified if someone other than a parent is collecting a child at the end of a session. We recommend that any change of plans to your normal pick-up routine is communicated to the school.

TRAFFIC AND PARKING

Please note that all streets that surround our school are designated school zone areas, and a speed limit of 40kms per hour should be observed. Please take special care around the school.

We request that parents please refrain from parking in the area adjacent the transportable Kindergarten, as this can cause conflict with our School Buses.

BIKES AND SCOOTERS

Students riding bicycles to school are required by law to wear bike helmets. Bikes are not to be ridden on the school pathways or anywhere in the school grounds. **NO** responsibility will be taken for bicycles left behind after school. It is highly recommended that children under the age of 10 do not ride bikes unless supervised by an adult. A bike rack is provided at the rear and side of the school. Locks and chains are recommended to secure bikes to the racks.

LEAVING SCHOOL GROUNDS

During School hours' children are the responsibility of staff. Whilst in our care, they must not leave school grounds without our consent. If for example, a parent has a medical appointment and needs to withdraw their child from school for part or all of the day you are required to complete a Leave Pass which is available in the front office. This may seem like an inconvenience, but it is a necessary duty of care and security measure in all schools.

VISITORS TO THE SCHOOL

All parent helpers and any person who works with the students, who is NOT an employee of the Department of Education will be requested to complete a "Confidential Declaration" form. This is a Department of Education request, and another measure to ensure that students are provided full duty of care and a safe environment. Forms will be sent home as part of the package at the beginning of the school year. All visitors to the school are most welcome, and are requested to sign in at the front office.

ARRIVAL TIME TO SCHOOL

As teachers are not expected to start duties before 8.30am, parents are reminded that no responsibility for supervision of children before that time will be accepted. Students who do arrive earlier than 8:30am are required to sit on the benches outside their classroom or attend Breakfast Club from 8am. Once children have arrived at school, they are expected to unpack their lunches and prepare for their learning, ready for the day ahead.

EXCURSIONS & INCURSIONS

Excursions/incursions are part of normal teaching practices in all schools. When a class is to go on an excursion a note seeking written permission will be sent home prior to the event. A parent contribution may be requested towards the excursion, amounts asked for vary according to the cost of the excursion/incursion. Generally, payment of the excursion / incursion fee is essential in order for students to participate. Parents are also reminded that attendance at any school event for students including but not limited to camps, excursions, rewards days and incursions is contingent on students displaying and maintaining acceptable behaviour throughout the school term.

MONEY COLLECTIONS

If money is to be sent to the school, it is requested that you please place it in an envelope. Where possible please include the correct amount, mark the front of the envelope with the child/ren's name, year level and reason for payment. Please include the completed permission slip.

SCHOOL PROPERTY

We are very proud of our School and its resources. A lot of time, effort and money has been spent developing the school's resources. Parents are therefore asked to encourage their child/children to treat all school property with respect. Depleted and damaged items are not easily replaced.

If a child has lost school property, or wilfully damaged items, parents may be required to pay the full replacement cost.

LIBRARY

Borrowing of Books

Moora Primary School recently restocked and refurbished the library. Students are encouraged to use the library for recreation and research purposes.

- Kindergarten, Pre-Primary, Year 1 and Year 2— 1 book may be borrowed and taken home on “loan” for the week
- Year 3 to 6—Two books may be borrowed and taken home on “loan” for the week
- Students with overdue books cannot borrow new books until overdue books are returned
- RRAM program will continue in 2024. Students on the program can access quizzes during lunchtime play as well as during allocated class time.

Library Bags

Children must have a “Library Bag” to carry their books. Lost books will be charged for at the replacement cost.

Library Hours

The library is open Wednesday and Thursday 8:15am—3:15pm, and accessible to all classes throughout the week.

PERSONAL ITEMS LISTS

Student Personal Items lists (Booklists) are issued in the December prior to each school year and list the essential tools required each day for your child to use at school. We require that all items from these lists are purchased and available to your child each day, and, for consumable items, that these are monitored and replaced as needed throughout the year.

ASSEMBLY

Formal, community Assemblies are held twice per term. These occur on Wednesday mornings. The assembly follows the format of: National Anthem, Class Item, Principal's Address, Student Reports, Merit Certificates and Awards. Parents and community members are welcome and encouraged to attend any of the assemblies.

The school year is concluded with an End of Year Presentation evening. The Awards and Concert evening is Thursday 5th December 2024.

SCHOOL LUNCHES

Children need a healthy diet to perform at their best in the classroom. A healthy balanced recess and lunch provides the child with the energy and nutrients they need to cope with the rigours of the day. Children are encouraged to have a water bottle available at all times.

Eating Lunch at School

Children will eat their lunch under teacher supervision from 1.25pm to 1.40pm. Fridges are located in each classroom and are available for children to keep their lunches fresh and drinks cool. There are refrigerated water fountains located around the school for students to fill their drink bottles.

Lunch Orders

The Moora P&C, in conjunction with Foodworks, will operate the school canteen on the first school day of the week. Children must put their lunch order into the box provided outside the admin office prior to the commencement of the school day. **NO LATE ORDERS WILL BE ACCEPTED AND NO ORDERS ARE TO BE GIVEN DIRECTLY TO FOODWORKS.** Please order items that appear on the menu. Money must accompany the lunch orders.

Allergy Aware

There is the possibility that we may have students or staff who are severely allergic to items including peanuts and eggs. For this reason, we stress the importance of not sharing food between students.

CRUNCH & SIP

Crunch&Sip break is a set break for students to eat fruit or salad vegetables and drink water in the classroom. Moora Primary School has introduced Crunch&Sip to support students to establish healthy eating habits whilst at school.

Please send children to school each day with an extra serve of ready to eat vegetable or fruit along with a clear bottle filled with water.

BIRTHDAYS

All children like to celebrate a birthday, and we're happy to share the occasion at school. Parents are most welcome to send a birthday cake or cupcakes to school for your child's class. Please confirm with your child's class teacher as to the best time to deliver the cake and to double-check any special dietary requirements or allergies to be considered.

SCHOOL BOARD

The Moora Primary School Board works with the Principal to set and monitor the key directions of the school and to make a positive contribution to the continued development of the school. The board includes representatives from the parent and staff bodies, the Parents & Citizens Association (P&C) and the community. The broad purpose of our School Board is to oversee and assist the school in becoming more responsive to the community whilst ensuring that Department of Education policy and legislative requirements are followed. The School Board meet twice per term, week 4 and week 8. All meetings of the Board are open to the Public.

Parent Representatives

Natalee Tonkin

Jen Andrews

Carrie Dewing

Sandy Bourke

Community Representatives

Tracy Humphry — Chairperson

June Headland

Staff Representatives

Katrina Carnicelli — Principal

Taryn Harris—Teacher

Shannon Jeffers— Associate Principal

PARENT COMMITTEES—P&C

All committees are renewed each year at the AGM of the P&C Association, this meeting takes place at the first meeting of the P&C for 2024.

The Moora Primary School P&C is a strong, parent driven organisation that fundraises in support of our school and all students. The P&C annually organises a major fund raiser as well as other initiatives that provide valued support to the school, generally more than \$10 000 per year is raised by our P&C. All parents are encouraged to join the P&C and become active in its activities.

P&C Meetings

P&C Meetings are held on the Wednesday of Week 3 and Week 7 of each term at the school.

Office Bearers:

President: Lisa King

Secretary: Sarah Stribley

Vice President: Jen Andrews

Treasurer: Carrie Dewing

Any changes will be notified via the Newsletter after the AGM.

SCHOOL BUSES

Contract School Buses are provided by the Public Transport Authority, through School Bus Services. In order to be eligible for School Bus Services, the student must reside at least 7.5 kilometres from the school. All matters concerning school bus services, including eligibility and behaviour management are the responsibility of School Bus Services.

Please apply online at www.schoolbuses.wa.gov.au

Please note that applications can take up to two weeks to be approved.

Supervision of Students prior to Boarding Buses

The school provides a staff member on duty in the afternoon to coordinate students onto the correct buses. Parents are requested to inform the school if there have been any changes to the regular plans. ***It is the policy of the school that students will be placed on their regular buses unless we have been informed otherwise by the parent.***

School Bus Regulations

Students must obey these rules for safe bus travel.

- Stay seated whilst the bus is in motion
- Keep all body parts within the bus
- Behave with respect towards other bus passengers at all times
- Obey the instructions of the Bus Driver
- After alighting from the bus, children must stand back until the bus has moved away and cross the road, when safe.
- Failure to comply with these rules will result in disciplinary action by the Bus Contractor which may include exclusion from the bus.

Complimentary Bus Passengers

If other children use this service on a given day (for example, a sleepover or special event), permission should be sought from the Bus Contractor, and the school notified in writing prior to the child using the service. Regular users will need to apply for Complimentary Status

SPORT INFORMATION

Faction Sporting Competition

Students are divided into two factions, Red and Blue. All children from Pre-Primary upwards will be placed in a faction, upon enrolment. Whilst every effort is made to place all members of the family within the same faction, it is sometimes not possible with the imbalance of numbers in the various age groups.

Faction Carnivals are held twice a year, with Swimming held in Term 1 and Athletics in Term 3. Dates will be confirmed and advised in the Newsletter, with tentative dates included below.

Swimming Lessons

In-term Swimming lessons occur during Term 4. These lessons are free and instruction is undertaken by qualified instructors. There is a cost involved for pool entry to those students who are not season-pass holders. Additionally, the school may provide bus transport to and from lessons for which payment will be requested. In-term swimming lessons involve all students from Pre-Primary to Year 6.

(Kindergarten children are not included in the lessons.)


Interschool Sports and Fixtures

In order to help foster correct attitudes of sportsmanship, interschool events will be arranged from time to time during the year. When it is necessary to travel to another school, a note will be sent home which will detail the date, purpose of the trip, cost and mode of transport. Parent consent is required for the child to participate. Generally, we ask that parents provide transport for your children to Interschool Sports Events. The following events occur annually: (dates are subject to change, and these will be notified and confirmed in the Newsletter). As is the case in many country schools, sporting events play a vital role in our community. Parent volunteers are called upon regularly to help in many ways, such as; coaching, umpiring, marshalling, and setting up.

| Event | Place | Term | All dates to be confirmed closer to date |
|--------------------------------|--|--------------|---|
| Faction Swimming Carnival | Moora Swimming Pool | Term 1 | Friday 8th March |
| Interschool Swimming Carnival | Wongan Hills Swimming Pool | Term 1 | Friday 22 nd March |
| Winter Carnival | Moora Recreation Ground | Term 2 | Friday 17th May |
| Cross Country Carnival | Faction, Dandaragan, Eneabba and State | Term 2 and 3 | Faction 7 th June Dandaragan 28th June Eneabba 26th July |
| Faction Athletics Carnival | Moora Primary School | Term 3 | Thursday 22 nd August |
| Interschool Athletics Carnival | Toodyay | Term 3 | Friday 6th September |
| Cricket Carnival | Moora Recreation Ground | Term 4 | Friday 25th October |

MOORA PRIMARY SCHOOL'S CODE OF BEHAVIOUR

In 2019, Moora Primary School commenced the PBS WA program. This involvement saw the assessment of many existing school practices within the Learning Environment. Through involvement with staff, students and the school community, the previous six Values were ranked and interrogated, with a simpler, slimmer Four Value Model taking their place, enabling us to create our behaviour matrix: **The Moora Way**.

|  <h2 style="text-align: center;">The Moora Way</h2> <p style="text-align: center;">Moora Primary School</p> | | | | |
|--|---|---|---|--|
| | Respect | Perseverance | Integrity | Achievement |
| | We are courteous to others and ourselves | We keep trying even when it's hard | We take responsibility and own our actions and behaviour | We always do our best |
| The Way we Learn | <ul style="list-style-type: none"> We are 'whole body' listeners We use equipment properly We keep classrooms neat and tidy We use our manners when talking to others We ask to enter all rooms | <ul style="list-style-type: none"> We ask for help if needed We do our own work | <ul style="list-style-type: none"> We are active participants in every lesson We are prepared for learning We move safely We work together fairly to reach our goals | <ul style="list-style-type: none"> We strive for success We complete all activities in a timely manner We are organised and ready We show pride in our work We take advice and accept feedback We set goals and work to achieve them |
| The Way we Play | <ul style="list-style-type: none"> We value other's personal space We play games fairly We pack away all equipment in a timely manner We follow instructions We use school equipment correctly and in appropriate areas We wear our hat outside | <ul style="list-style-type: none"> We include others, even when it's hard We work with our friends to solve problems before seeking adult help We keep trying when games are hard We use problem solving when needed. | <ul style="list-style-type: none"> We play safely in the correct area We agree on and follow the rules of all games We use our time effectively | <ul style="list-style-type: none"> We challenge ourselves to try new things We demonstrate good sportsmanship |
| The Way we Move | <ul style="list-style-type: none"> We move around the school safely We move quietly around the school | <ul style="list-style-type: none"> We participate in a positive manner | <ul style="list-style-type: none"> We follow road safety rules We arrive and leave the school safely | <ul style="list-style-type: none"> We move in a timely manner |
| The Way we Represent our School | <ul style="list-style-type: none"> We sit quietly at assembly and listen attentively We show respectful listening skills (audience skills) We show active listening skills and follow all adult instructions We sit quietly on the bench outside our classrooms before school, unless at a club or the library We leave our toys at home | <ul style="list-style-type: none"> We organise ourselves and all our belongings for the day We show that we are ready to learn We try new experiences with a positive attitude | <ul style="list-style-type: none"> We look after each other We always use our manners We follow the school's electronic device policy We wear the school uniform with pride | <ul style="list-style-type: none"> We celebrate our own and other's achievements |

BEHAVIOUR MANAGEMENT

Moora Primary School has a whole-school approach to managing student behaviour. In addition to our whole school expected behaviours, each class will develop their own set of rules that are relevant to the students. We aim to educate students that they are responsible for their behaviour and actions, and that each choice we make will have consequences, either positive or negative.

We recognise positive behaviour through: Merit Certificates, Rewards Day Invitations, Class Rewards, Phone Calls, and Parent Interviews etc. Students can earn Faction tokens as they display positive behaviour and the Moora Primary School Values of Respect, Perseverance, Integrity and Achievement.

Students who repeatedly or seriously violate the school code of behaviour will face consequences as per the school policy (policy available on request). Consequences can include loss of Good Standing and privileges, recess detention, withdrawal from some or all classes, and suspension from school.

ADMINISTRATION OF MEDICATION

If a student is required to have prescribed medicine while at school, parents must advise the school of all relevant details: the type of medication, the correct dose, the time for administration of the medication etc. This includes short term medication such as a course of antibiotics. Parents should complete a medication record form. These forms are available from the office.

No medication (including non-prescribed analgesics such as paracetamol and aspirin) will be given to a student without a written record of parental consent being held by the school. If a student requires medication on a regular basis, parents will be requested to complete an appropriate Health Care Plan. Based on the information given, processes will be established for the safe storage, recording and administration of the medication. Self-administration is preferred but not essential.

DRUG FREE SCHOOL

In the event of a drug use incident or where a student requires intervention for a drug use issue, the steps outlined in our flow charts for Incident Management and Intervention Support will be followed. In summary:

- the parent/s will be notified by appropriate personnel
- the Principal will consider notifying police if illicit drug use is suspected
- both students and parents will be offered support through appropriate interventions
- the incident or issue will be documented and other relevant agencies involved
- respect will be given to privacy and confidentiality by and for all parties
- the health and well-being of all parties involved will be given priority.

Possible consequences include:

- Breach of good standing
- Suspension
- Referral to counselling internal and external

Please refer to Drug Response and Education Plan as part of the BMIS policy

Moora Primary School does not permit students while on school premises, at any school function, excursion or camp to:

- *smoke and/or possess tobacco products including e-cigarettes VAPS etc.*
- *consume, possess or be affected by alcohol*
- *possess and/or use pharmaceutical drugs for non-medicinal purposes*
- *possess and/or use aerosols as we are asthma aware*
- *possess and/or use illicit drugs*
- *possess and/or use drug-related equipment, with the exception of use for intended legitimate medicinal use.*
- *Consume possess caffeinated drinks*

Sharps found on site

- Have someone stay with the sharp, don't leave it unattended (if possible).
- Send for a staff member immediately.
- Keep area clear of other children till an adult arrives.
- Do not attempt to pick up the sharp.

HEALTH INFORMATION

Dental Clinic

A Mobile Dental Clinic visits the school each year and caters for all children with dental therapists and assistants in attendance. This service is free for all children. Enrolment forms are sent home with the children. The school will be notified of our scheduled visit times through the year.

School Health Nurse

A School Nurse will visit the school throughout the year. Early Childhood students receive eyesight and hearing screening checks. The Nurse contacts the parents should a problem be discovered through these screening sessions. The School Nurse also carries out regular checks on all children's health and assists the school by investigating and referring obvious health problems. Parents may also request health problems be checked.

A list of common childhood illnesses and complaints, their treatments and details of the communicability are printed below for your information. Please take note of the specific guidelines for exclusion. If in doubt, seek medical advice before sending the child to school.

Chicken Pox

Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

Incubation Period: From 13 to 17 days

Period of Communicability: From 2 days before the rash appears to 5 days after the onset of the first crop of vesicles.

School Exclusion: Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.

Contacts: Any children with immune deficiencies, (eg Leukaemia) or receiving chemotherapy treatments should be excluded for their own protection. Otherwise do not exclude.

Immunisation: Available from GP or Child Health Clinic

Conjunctivitis

Transmission: Direct or indirect contact with secretion from infected eyes.

Incubation Period: 1 to 3 days

Period of Communicability: Whilst eye discharge is present

School Exclusion: Exclude until discharge from eyes has ceased.

Contacts: Not excluded

Diarrhoea

Transmission: There are many modes of transmission depending on causative organism, usually through contaminated hands, food and drink.

Incubation Period: Hours to days

Period of Communicability: Days to weeks

School Exclusion: Until the diarrhoea has ceased

Contacts: Not excluded

Head Lice

Transmission: Contact with infested person or clothing

Incubation Period: 1 to 10 days

Period of Communicability: Until Lice and nits (eggs) are destroyed.

School Exclusion: Until day after treatment has commenced and live lice removed.

Contacts: Do not exclude. Family contacts may be infected and should be treated. Other close contacts should be checked regularly for signs of infestation

Any student with shoulder length hair must have their hair tied back as per the School Dress Code.

Impetigo (School Sores)

Transmission: Direct contact with skin lesions

Incubation period: Usually 4 to 10 days

Infectious period: As long as there is discharge from untreated lesions

Exclusion: Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Treatment: Antibiotic treatment available

Contacts: Do not exclude

NOTIFIABLE

Measles

Transmission: Spray or droplet infection or indirectly through articles freshly soiled by discharges from nose or throat of infected person.

Incubation Period: 7 to 18 days (usually 10 days)

Period of Communicability: From 5 days before to 4 days after the appearance of the rash.

School Exclusion: Exclude, re-admit on medical certificate of recovery or at least 4 days after the appearance of the rash if well.

Contacts: Do not exclude immunised contacts (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre, unless they have had the disease.) Unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless the contact was immunised within 72 hours of the first exposure.

Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10—16 years of age.

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by

Mumps

Discharges from nose or throat of infected person.

Incubation period: 12 to 25 days.

Period of communicability: From 6 days before to 9 days after the swelling.

Exclusion from school: Exclude for at least 9 days after onset of symptoms.

Contacts: Do not exclude. Recommend immunisation if not vaccinated.

Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 11 to 16 years of age.

Pertussis (Whooping Cough)

NOTIFIABLE

Transmission: Airborne or droplet; direct contact with contaminated nose or throat secretions.

Incubation period: About 7 to 10 days

Infectious period: From onset of runny nose to 3 weeks (21 days) after onset of cough

Exclusion: Exclude until 5 days after appropriate antibiotic treatment, or for 21 days from onset of coughing

Treatment: Antibiotics as recommended by doctor—refer to doctor

Contact: Contact management will be coordinated by Public Health staff

Immunisation: Vaccine from 6-12months of age. Adults require a booster vaccination.

All females of child-bearing age should make sure they are adequately immunised.

Ringworm

Transmission: Contact with infected persons, articles or animals - especially cats.

Incubation period: 4 to 21 days.

Period of communicability: As long as lesions are present.

Exclusion from school: Exclude until the day after treatment has commenced.

Contacts: Not excluded.

Rubella

NOTIFIABLE

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.

Incubation period: 14 to 21 days.

Period of communicability: From 7 days before to at least 4 days after the onset of symptoms or rash.

Exclusion from school: Exclude; re-admit on recovery or 4 days after onset of rash.

Contacts: Not excluded.

Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10 and 16 years of age.

All females of child-bearing age should make sure they are adequately immunised.

Transmission: Contact with the infested person, clothing or bedding.

Scabies

Incubation period: Itching usually begins within 48 hours.

Period of communicability: Until mites and eggs are destroyed.

Exclusion from school: Exclude until the day after treatment has commenced.

Contacts: Not excluded. Family contacts will probably be infested and should be treated.

HEAD LICE INFORMATION

WHAT WILL HAPPEN WHEN A CHILD IS FOUND TO HAVE HEAD LICE AT SCHOOL

Day 1:

- The student will be given a brief age-appropriate explanation about head lice.
- A 'Letter to Parents' will be sent home with the student at the end of the day. A copy of the Department of Health's Head Lice Fact Sheet will be enclosed with the parent letter.
- Parents of the other students in the class will be sent a letter on the same day asking them to check their child's hair for head lice.

Day 2:

- The day after treatment has commenced, the parent should send the child back to school with the completed 'Confirmation of Treatment' tear-off section of the Letter to Parents.
- If the tear-off section is not returned and the student is not able to confirm that treatment has commenced, the Principal or delegate will contact the parent.
- If not treatment has started, the parents will be asked if they are experiencing difficulty.

Parents will be given a reminder regarding their responsibility to the child and the school community.

Day 3:

Where a child again returns to school without treatment commenced, the Principal or delegate may ask the Community (School) Nurse, who represents the Department of Health in the school, to undertake phone contact or a home visit.

Day 4:

Where a student yet again returns to school without evidence of treatment, the Principal or delegate will contact the parent and advise that the student is excluded from school until treatment has commenced.

Home work will be provided for the student.

Day 5: - ongoing

Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school's "Improving Attendance" policy. Head Lice infestation is easily treated and is not a disease. Once treatment has commenced, it is not a valid reason for absence from school.

ADDITIONAL KEY POINTS

- Coordination of the Head Lice Policy will be undertaken by the Deputy Principal. The Deputy Principal will be the contact person for staff and parents for dealing with head lice issues. Teachers who have concerns regarding the return to school of the child with head lice, or regarding the ‘Confirmation of Commencement of Treatment’ slip, should refer to the Deputy Principal.
- Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal until treatment has begun and most eggs have been removed, in accordance with the Department of Health treatment advice. In practice, this means students can return to school the day after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion.
- The School advises that parents should use the Department of Health’s recommended treatment as described in the Head Lice Fact Sheet.
- Students with long hair must wear it tied back and/or braided and pinned up.
- Students found to have head lice will normally be excluded at the end of the school day, and not earlier, except in circumstances described above for Day 4 and thereafter.
- School staff or the Community (School) Nurse do not undertake class head checks for head lice, as there is not an efficient or effective strategy for the head lice control.
- The School Principal will nominate 2-3 school staff members who may examine the student’s hair only where there is reason to believe the child may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively.

PLEASE NOTE THAT IT IS A RESPONSIBILITY OF PARENTS TO OUR SCHOOL COMMUNITY TO TREAT HEAD LICE IMMEDIATELY IF THEIR CHILD HAS HEAD LICE. FURTHER INFORMATION IS AVAILABLE FROM THE SCHOOL.

HOMework

At Moora Primary School we believe homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning.

An effective homework routine establishes habits of self-management and organisation which serve students for the rest of their lives.

Guidelines

- All teachers follow the whole school Homework Policy.
- Homework set will vary from teacher to teacher.
- Homework always includes daily reading.
- Homework forms part of a developmental learning program that is responsive to individual needs, clearly relevant and supported by classroom practice.
- Teachers have a responsibility to ensure that students have a clear understanding of what their homework entails.

Examples of appropriate homework tasks include:

Phonics, spelling and word recognition practice

Reading for pleasure

Adults Reading to children

Practice and reinforcement of number facts as appropriate

Practice and reinforcement of knowledge arising from class work

Monday to Friday Time Guidelines - NOTE: These times are inclusive of home reading

- Kindergarten: up to 10 minutes
- Pre-Primary – Year 2: up to 15 minutes
- Year 3 – Year 4: up to 20 minutes
- Year 5—Year 6: up to 30 minutes

Policy for Children on Holidays during the School Term

Periodically parents from our school choose to take holidays during the school term. While this is clearly the parents' decision, some degree of disruption will obviously occur to your child/ren's education.

In such instances it is not our policy to send homework / worksheets with your child/ren. In the main, such work is not prepared in advance, and without the actual lesson and instructions are of little real educational value.

However, we realise that your child/ren's education will continue during the holiday, and indeed travel is certainly a wonderful educational experience. For this reason, we encourage you to use the holiday as the classroom and request that you, the parent/s take on some of the teacher's roles.

An ideal approach is the Holiday Journal/Project. A scrapbook or exercise book is best and we encourage DAILY collection of all sorts of interesting things (e.g. travel brochures, postcards, tickets, menus etc.). We encourage children to paste such things in their journal and to write a brief account about what they have done, where they have been each day. BY collecting some "memorabilia" each day your child will be encouraged to make a very real and worthwhile project. Such a task is clearly an exciting and real learning experience for children. We request you to encourage your child/ren to undertake such a project while on holidays during the term. Upon returning to school we encourage your child/ren to bring their project to school to both share their experiences with their classmates, and for the classroom teacher to get some idea of the work completed by the child during their absence from class.

STUDENTS WHO REQUIRE ADDITIONAL SUPPORT

Some students have particular learning needs due to a learning difficulty or developmental delay. On occasions it can be useful to support each student with targeted specific activities designed to reinforce or develop a concept. Teachers and parents can work together to negotiate such activities always based on the premise of encouraging and supporting the child – not pushing them beyond their limits. The school regularly monitors and seeks the best support and programs for all students, liaising with our support staff and external professionals as appropriate.

TECHNOLOGY, INTERNET AND IPADS

The school maintains an impressive array of technology for students to access. All students, prior to accessing the Internet, or using our iPads are required to read and sign acceptable use agreements. Students who wilfully violate the acceptable use agreement will have their access withdrawn or restricted.

OUR BELIEFS ABOUT TEACHING AND LEARNING

We believe that the learning environment should:

- be stimulating, safe, caring, positive, stress free and fun
- reflect positive relationships between teachers and students through obvious mutual trust and respect.
- enable cooperative learning (observation, practise, repetition, explicit teaching) in an atmosphere where sharing with, and supporting peers is valued
- be established to allow learning through discovery, risk taking, doing, playing and through activities that appeal to all the senses.

We believe that teachers can optimise learning:

- by using a variety of contemporary, creative approaches such as negotiating curriculum with students, presenting activities that are child centred and by using integrated programming ideas
- through purposeful activities connected to real life situations that are culturally appropriate
- by enabling student ownership and independence
- through encouraging goal setting and reflection
- by setting targets for students to achieve
- by understanding learning styles and multiple-intelligences thus appealing to individual interests and needs
- through inquiry learning
- by connecting to prior knowledge
- by engaging students and challenging them at their intellectual level
- by modelling
- by being happy in the classroom.

We believe that parent/caregiver support:

- is the vital ingredient in our success as a school
- models to children the importance placed upon education.

PLEASE GET INVOLVED WITH YOUR SCHOOL

STATEMENT OF PURPOSE

At Moora Primary School....

Students are provided with the opportunity to become resilient, confident, respectful citizens.

Staff are committed to lifelong learning and providing a safe, supportive and stimulating educational environment.

Community input is encouraged and partnerships with the school welcomed and valued.



VISION

To develop students who demonstrate integrity and respect, perseverance when challenged, and strive for their own personal best—within a safe, inclusive school environment and in the wider community