

Excite, Engage, and Educate to Achieve



Parent Information Booklet 2022



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Contact Details

Contact

Address: 39 Poynter Drive, Duncraig 6023
Office Phone: 9492 2350
Email: poynter.ps@education.wa.edu.au
Website: www.poynterps.wa.edu.au
School Absentee SMS: 0437 311 380
School Connect App: www.connect.det.wa.edu.au

You can install the free Connect App from iTunes
alternatively, Connect can be downloaded on to a computer
Qkr! (download from App Store)
BSB:306074 Acc: 5250330 (Use Child's Name in description)

School Payment App:

School Bank Account:

Our Administration Team

Principal	Mrs Keyla Jeffers
Deputy Principal	Ms Lynne Cross
Deputy Principal	Mr Scott Palmer
Manager Corporate Services	Mrs Gail Taylor
School Officer	Mrs Dagmar Allen

Welcome

Welcome to Poynter Primary School and thank you for choosing our school to be part of your child's educational journey.

At Poynter PS we recognise that parents, through their interests, support, care and involvement in all aspects of school life, are a critical ingredient in the development of a successful school environment. We believe that student learning is a collective enterprise and we have a strong commitment to developing the whole child in partnership with parents.



Our mission at Poynter Primary School is to provide high quality learning opportunities for students to fulfil their academic, creative, social and physical potential. Students engage in rich, diverse and challenging curricula, empowering them to become active global citizens. These opportunities are facilitated through rich classroom practices, in and out of school programs and experiences.

Our vision is to 'Excite, Engage, and Educate to Achieve' every student at Poynter Primary School. We are committed to doing this through our five focus areas as detailed in our Business Plan 2021-2023:



Important School Hours & Dates

Term Dates for 2022

Semester 1

Term 1	Monday 31 January	to	Friday 8 April
Term 2	Tuesday 26 April	to	Friday 1 July

Semester 2

Term 3	Monday 18 July	to	Friday 23 September
Term 4	Monday 10 October	to	Thursday 15 December

Kindergarten Days

Kindy Blue- Mon, Tues, Wed (Week 1) & Mon, Tues (Week 2)

Kindy Green- Mon, Tues, Wed (Week 1) & Mon, Tues (Week 2)

School Development Days

In 2022, primary schools will be able to access six school development days to support whole school planning and the implementation of system initiatives and students do not attend.

Term 1- 27 and 28 January

Term 2- 7 June

Term 3- 18 July

Term 4- 14 November & 16 December

Public Holidays during 2022 Terms

Labour Day	Monday 7 March
ANZAC Day	Monday 25 April
Western Australia Day	Monday 6 June

School Hours

The School Office is open Monday to Friday between 8:00am - 4:00pm.

We have a change in the number of periods per day and break times:

Years PP-6 Hours

Children arrive at school	8:30am	–	onwards
Home Room	8:50am	–	9:00am
Period 1	9:00am	–	10:00am
Period 2	10:00am	–	11:00am
Recess	11:00am	–	11:20am
Period 3	11:20am	–	12:20pm
Period 4	12:20pm	–	1:20pm
Lunch (eating)	1:20pm	–	1:35pm
Lunch (play)	1:35pm	–	2:00pm
Period 6	2:00pm	–	3:00pm

Parents/Carers are requested to ensure students **do not arrive at school before 8.30am**, as supervision cannot be assured before this time. If students arrive before 8.30am they are required to wait outside the Administration Office until dismissed at 8.30am. All students should be at school by 8.40am to prepare for the day, the siren for the beginning of the day rings at 8.50am.

Our School Community

School Community

Poynter Primary School community consists of families from a wide range of backgrounds who hold an extremely strong sense of ownership and pride towards the school. The staff and the local community work closely together to ensure the school delivers the best of contemporary educational practices. School staff, families, and the wider community work together to achieve an outstanding learning environment designed to achieve success for all students.

Poynter PS has always been strongly supported by the parent body. There are many opportunities for parents to help in a wide range of capacities. New parents are particularly urged to join in where possible. As well as supporting the school and assisting your children, it is an ideal way of getting to know others within our local community. There are many ways you can help.

You may like to:

- 🌸 become a member of the School Board (nomination only at time of election)
- 🌸 attend Board meetings – all meetings are open to the school community
- 🌸 attend P&C meetings and P&C activities
- 🌸 take a role on a P&C sub-committee
- 🌸 be involved in a parent committee for a short term project
- 🌸 join a staff/parent committee
- 🌸 become a Parent Coordinator for your child's class
- 🌸 become a class helper assisting with sport, excursions or classroom activities
- 🌸 help with the Farmers Market on your child's class designated day (once per year)
- 🌸 help with Scholastic Book Club
- 🌸 volunteer in the Library



Teaching, Learning & School Environment

The Western Australian Curriculum & Assessment Outline sets out the curriculum and guiding principles for teaching, learning and assessment in the areas of English, Maths, Science, Humanities and Social Science (HASS), Health and Physical Education, Technologies, Arts and Languages. All teachers plan, teach and assess using the Western Australian Curriculum.

Staff Expertise

The staff composition at Poynter Primary School reflects a wide range of experience, skills and interests. In addition to classroom teachers, Poynter Primary School has specialist teachers in the following Learning Areas:

-  The Arts – Music and Visual Art (Yr 1 – 6)
-  Health and Physical Education (Yr 1 – 6)
-  Languages – French (Yr 3 – 6)
-  Gifted and Talented Education – HOTS (Higher Order Thinking Skills) (Yr 1 – 6)

Music



A sequential classroom program features music making, using voice and tuned percussion instruments. The Music program reflects the WA curriculum scope and sequence, where students are provided with a range to achieve expected outcomes. Peripatetic teachers from Instrumental Music School Services (IMSS) offer instruction to selected children from Years 3-6 on violin, viola, cello, percussion, flute, clarinet, double bass and brass instruments. These children form the School Orchestra, School Bands and String Ensemble and give performances during the year. These

ensembles rehearse once a week before and during school and perform at school based and community events throughout the year. All students in Years 5 and 6 participate in Choir which rehearses once a week for an hour. There will be a Year 5 Choir and a Year 6 Choir, which will rehearse separately and combine for performances. The Choir performs at school-based events and community events.

A wealth of research indicates that a robust and rigorous music education program in primary school years enhances students' problem-solving skills, higher order thinking skills, grows the brain's capacity to make neural connections and contributes to feelings of health and well-being. Music promotes social interaction and provides students the opportunity to express themselves and their creativity.

Visual Art

For many years the students have benefited from the teaching of an experienced art specialist. Students develop their skills in the elements and principles of the Visual Arts, enabling them to work with confidence and competence in both the studio and media arts. Carrier Projects are a feature of this program, providing students with the opportunity to exhibit and share their work with the wider community.

The *Pauline Wood Gallery* located in the administration foyer displays selected art work produced by the students. Please make sure you visit our Administration area and look at these wonderful artworks.



Language - French

All students in Years 3, 4, 5 and 6 have 1-hour tuition in French once a week. The aim is to develop proficiency in the assessable outcomes outlined in the Western Australian Languages Curriculum i.e. Communicating and Understanding. By the end of Year 4, students use well-rehearsed language to interact with the teacher and each other through classroom routines, action-related talk and play. By the end of Year 6, students use written and spoken French for classroom interactions and transactions, and to exchange personal ideas, experiences and feelings. Students also participate meaningfully in intercultural experiences to develop new ways of seeing and being in the world.

Well structured, sequential French programs engage students and promote learning. Topics are not taught in isolation, but integrated with language that has already been acquired. In this way, conversational skills are broadened. Students are encouraged to continue with a language at secondary school. All students participate in the Education Perfect Languages Championship once a year and can choose to participate in the online Languages Program throughout the year. As part of the curriculum the whole school participates in a French Cultural Day. Older students also have the opportunity to participate in a French Pen Pal program.

Physical Education

A sequential PE program is provided by a specialist teacher focusing on fundamental movement skills in the early years to a higher skill level in our senior years. All students from Years 1 to 6 participate in two hours of formal PE instruction. Years 5 and 6 also participate in various competitions throughout the year.



Factions: Students are allocated to a Faction for sporting events, with all siblings allocated to the same Faction. At every sports session, students wear their Faction shirts.

Our Factions are named after WA Olympic Athletes:

Rachelle Hawkes	(Gold)
Herb Elliott	(Blue)
Shirley Strickland	(Green)
Ric Charlesworth	(Red)

We are committed to providing students with opportunities to participate in a variety of before

and after school activities and sports. The after school sports offered can vary each year with common ones including tennis, basketball and rugby league. Before-school Running Club is a staple which is usually held two mornings per week for the majority of the year and focusses on aerobic exercises including running, skipping and fitness based activities.

Primary Extension & Challenge (PEAC)

Primary Extension and Challenge (PEAC) in the North Metropolitan Education Region caters to the special learning needs of gifted and talented students in Years 5 and 6. All Year 4 students are provided with the opportunity to be assessed for suitability for the PEAC program.

PEAC centres offer a wide range of extension courses as well as specialist courses in a variety of community and educational settings. PEAC is held at various locations and it is the parent's responsibility to transport their child to and from sessions.

Higher Order Thinking Skills Program (HOTS)

Approximately 30% of our Year 5/6 students are identified through PEAC testing as being gifted compared to the state average of 10%. With this fact and in line with the Department of Education Strategic Outline, we have a teacher working three days a week running a Higher Order Thinking Skills (HOTS) program for students from Years 1-6. This program runs in conjunction with Instrumental Music School Services (IMSS) for Years 3-6 students, Early Years Extension (EYE) for Years 1-3 and Primary Extension and Challenge (PEAC) for Years 5-6. The HOTS program focus is on teaching critical, divergent and creative thinking skills through high level challenges across learning



areas. The aim is to move students from being passive participants to becoming active learners. Some of the skills that are covered include the art of good questioning; applying knowledge to analyse and problem solve in the non-mathematical sense; synthesizing and refining thinking through meaningful collaboration and communication and evaluating our outcomes. The program allows like-minded students to extend their thinking and achievements through Habits of the Mind, Six Thinking Hats and Philosophy for Children rather than offer extension where the words or problems become more difficult. Students from each cohort are selected using data from a variety of sources including school and psychologist reports, PEAC results, PAT testing, NAPLAN records, Brightpath Ruler, On-Entry data and teacher judgements. Individual student progress is continually monitored and groups can be fluid from semester to semester.

Library

We have a fully automated library with a wide range of books and resources available to all students and staff, along with access to up to date computer equipment with internet facilities. Classes are timetable weekly for library session where students have the opportunity to borrow books. Students wishing to borrow a book from the library must provide a waterproof library bag. All student loans must be returned in week 9 of each term. Students are not to borrow books over the school holidays. Book borrowing will recommence Week 1 of each term, excluding Term 1 where borrowing commences in week 2. Books and resources are borrowed and may be renewed after the allocated time. Parents are asked to pay the replacement cost for any damaged or lost items. Parents are welcome to volunteer in the Library.

Progress Reports

The assessment and reporting of a student's progress is a key responsibility of teaching and helps communicate and build the partnership between student, teacher and parent. We are constantly monitoring our reporting processes in line with staff feedback, communication from the parent group and Department of Education Policy and Guidelines to modify and enhance our current processes. A detailed *Teaching, Assessment and Reporting School Plan* is available on our school website. Formal reports are sent home at the end of Semester 1 and 2 (Semester 2 only for Kindergarten).

Student Services

A School Nurse visits the school on a regular basis to deal with routine matters and special referrals. Health checks for vision and hearing are conducted on children in Kindergarten. Any new Pre-primary or Year 1 students will be followed up and parents advised if any specific health problems are detected. Older students can be checked for hearing and vision by the school nurse on request by parents through Deputy Principal, Lynne Cross.

Our Students at Educational Risk (SAER) coordinator is Deputy Principal, Lynne Cross, and she manages both the School Psychologist and the School Chaplain.

The School Psychologist, Maryssa Stacey, is appointed for three days over a fortnight. There is an access flow chart available on our website outlining the process to accessing this service.

The school also has a School Chaplain appointed for two days a week. Parents are welcome to contact the School Chaplain, Miss Eden, directly. Please refer to our website for the access pathway to access the Chaplain.

Students at Educational Risk (SAER)

Early identification and intervention of students with learning difficulties is crucial. Programs are developed to cater for each individual once students have been identified. Sometimes remediation takes place at school and at other times it is recommended that a child attend a centre where there are teachers who are skilled in a particular field.

In all instances parents are consulted and asked to provide support. Parent support is vital to the success of any special program. If your child has been identified with a learning difficulty or formally diagnosed with a disability, your child's teacher will be in contact with you to arrange a meeting to discuss Individual Education Plans (IEP) or Group Education Plans (GEP). These plans are written in Term 1 and reviewed in Term 3. We work on the basis that nothing should be a surprise for you as the parent.

Whole School Student Behaviour Plan

Student achievement and participation is recognised through a variety of positive reinforcement techniques. Class based awards may include praise, stickers, small prizes, certificates, publicity in the newsletter. Please familiarise yourself with the ***Whole School Student Behaviour Plan*** and the School's ***Good Standing Policy*** available on our website.

Operational

Absences

Department of Education regulations require an explanation to cover all absences and being late to school. Advice can be in writing, via email, telephone, Connect or SMS to advise of your child's absence. If your child is absent and you have not informed the school an SMS will be generated to inform you of their absence. *Holidays taken during the school term require permission from the Principal.* **Please email Mrs Jeffers at keyla.jeffers@education.wa.edu.au with your request and include your child's full name; class and year level; dates of absence and the reason for absence. This is particularly important as it will determine the category to use as there are 13 categories.**

Access Restrictions

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Court Orders or other formal documentation which are applicable to their children. The school must sight the original documents and take a copy. All details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible. The school will act in the best interest of the child.

Accidents/Sickness

If your child is involved in an accident or becomes sick at school, every effort will be made to contact parents/carers and to arrange medical attention. In some cases, children need to go home. For this reason, **it is essential** the school is kept up to date with changes in address, telephone numbers (home and work), place of employment and an emergency contact person. Please ensure that there are 3 contacts for your child with different phone numbers. In exceptional circumstances immediate outside medical help will be sought and the carer contacted as soon as possible. The cost of an ambulance, if needed, will be the parents' responsibility.

Allergy Aware

There are several students attending Poynter PS who have life threatening allergic reactions to nuts, eggs and dairy products. A child can suffer from anaphylaxis simply through skin contact or the smell of nuts. As we are a 'Nut Aware' school we request you **do not send nut products to school including peanut butter and Nutella, as well as no egg sandwiches** as we endeavour to keep all children safe while in our care. If your child consumes nut, egg or dairy products before school, thorough hand washing and teeth brushing is recommended before drop off.

Assemblies

Assemblies are held on Wednesdays between 2 and 3pm and are timetabled into our term planners at the beginning of the year with reminders being published in our newsletter. Please familiarise yourself with your child's assembly date.

Before & After School Care

The school does not provide out of school care on the premises. A pick up and drop off service is currently offered by Wonderland Out of School Hours Care. For any enquiries please contact the service providers directly.

Bicycles & Scooters

Students cycling or scooting to school **must** wear a helmet. We recommend students under ten years of age do not ride to school unsupervised. Bicycles and scooters must be walked through the school grounds by parents/carers and students. Please ensure that all bicycles and scooters are locked in the bike racks, located near the Early Childhood Block.

Care of Money & Valuables

Children should not bring valuables, toys or unnecessary money to school.



Connect

The school uses Connect to communicate to parents/carers about school information. Please ensure you download the App and log in so you are aware of all information being sent. **All classroom information will be sent home via Connect with permission forms and payments completed via the Qkr! App. It is very important that all parents/carers subscribe to this tool. Payments need to be made the day before the activity for your child to participate.**

All notifications are found under the “Notices” tab in Connect and remain there until after the event. Please make sure you have selected notifications from class and My School Space.

Crosswalk

Children and parents crossing Poynter Drive either on foot or by bicycle **must use the crosswalk** where our attendant is on duty.

Communication – Parent /School Contact

We have an extensive handover process with staff which begins at the end of each year. Staff meet on several occasions to discuss your child’s specific needs. Part of this process also includes teachers getting to know your children.

Parents are invited to make contact with the class teacher after the Parent Information Evening (held in Weeks 3 and 4 of Term 1), if there is anything in particular that needs to be discussed. Email contact is often best. If a detailed discussion is required, please arrange a mutually convenient time. Be aware that staff do not officially commence school until 8:30am and discussions before the morning siren are not suitable as the teacher’s priority at that time is preparing for the school day and settling students.

Dental Clinic

This free service operates at Marmion Primary School, 7 Cliverton Court, Marmion (9447 1275). The centre is supervised by a dental officer from the Department of Health and is staffed by specially trained dental therapists. Children are taught proper care of teeth and gums and treatments are carried out at the centre.

Dress Code

The School Board determines, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school. At the primary school level, a dress code entails a school uniform and clothing standards to cover the range of activities undertaken in a primary program. You will find the Dress Code policy on our School website. Our supplier is Nell Gray in Joondalup.

There is an agreed expectation that all students will wear the school uniform.

Clothing

-  Everyday polo shirt – Pale blue / maroon / ink navy, with school logo.
-  Sports Polo – House colours with school logo, red, gold, blue or green.
-  Skirt (with inbuilt shorts) /Shorts (above the knee) – Maroon.
-  Track Jackets/Pants – Maroon – Fleece windcheater with zip and school logo.
-  Jazz / Active Pants – Maroon
-  Dress – Poynter blue check dress (Term 1 & 4 only– no skivvy or stockings underneath)
-  Rain Jacket – Maroon - Water resistant with school logo (winter only)
-  Stockings - Maroon stockings only

****if sourced outside from other suppliers, colour must match school zip jacket**

Footwear

-  Year 1-6 closed in shoes and socks – **no** thongs / sandals or fashion shoes.
-  Kindergarten and pre-primary students may wear sturdy sandals. No fashion shoes.

School Bag

-  Optional – Blue school bag with white logo available at Nell Gray.

Headwear

-  The school broad brimmed hat with school logo.

Personal Presentation

- Shoulder length hair, or longer, must be tied back. Hair should be clipped back off the face.
- Moderate hair accessories in school colours only.
- The wearing of jewellery is discouraged, watches and studs/sleepers are acceptable.
- No make-up or nail polish to be worn.

Drop Off & Collecting Students

Poynter Drive - Kiss & Drive and street parking bays are available. Please, no parking in the Kiss & Drive bays during 8.00-9.00am and 2.30-3.30pm.

Morning:

Stop in Kiss & Drive bays using the most forward bay available. Students alight from left of vehicle. Driver must remain in the vehicle at all times. When students are clear of the vehicle indicate right and enter traffic flow.

Afternoon:

Only enter Kiss & Drive bays if your children are ready to be picked up. Children will wait inside the school grounds near the bays under Admin supervision. Where children are not ready, do a slow loop around the block via Megiddo Way and Quilter Drive then back onto Poynter Drive. Please move forward through the Kiss & Drive and do not jump the queue.

Griffell Way - Street parking bays provided on the south side only of Griffell Way. Please observe street signage and be respectful of the rights of families living adjacent to the school. This area is regularly inspected by the Council Ranger. Please do not double park on the street.

Staff Car Park - For safety reasons, staff car parks are not to be used to set down or pick up students or as a thoroughfare for children.

Duty of Care Before & After School

Parents/carers have duty of care for students before and after school. This means it is the parent's/carer's responsibility to ensure their child travels safely to and from school. Schools are responsible for duty of care of students once in the school grounds during school operating hours. At our school, students are asked to come to school from 8.30am when a teacher is on duty. If students arrive before 8.30am they are required to wait outside the Administration Office until dismissed at 8.30am. At the end of the day, parents are asked to take students home straight away. At this moment in time Due to COVID-19 restrictions, students are not to play on the playgrounds before or after school.



Head Lice

Please inspect your child's hair each week as there are occasional cases of head lice infestation. Please advise the school so that the occurrence of the problem can be monitored. Check the Health Department website https://www.health.wa.gov.au/Articles/F_1/Head-lice for treatments.

Illness

Children who are obviously ill should not be sent to school, and you are required to advise the school. Should a child become ill or suffer an injury at school we take all reasonable care and provide the required first aid assistance. In some instances, an ambulance may be called. Parents will be called as soon as possible.

Immunisation History Statement

Kindergarten children must be up to date with all scheduled immunisations for their age to be able to enrol. To enrol in kindergarten, a child must have one of the following documents:

- an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old with a status of 'up to date'
- an AIR Immunisation History Form, no more than six months old, if the child is on a catch up schedule
- a valid immunisation certificate issued or declared by the Chief Health Officer.

All other children are able to enroll regardless of their immunisation status; however, they must supply an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old and their status may be recorded as 'not up to date'.

Late Arrivals

Children arriving after the siren at 8.50am must enter school via the front office to obtain a **Late Pass**. This is to ensure that their arrival has been recorded and overwrites any unexplained absence the teacher may have recorded on their attendance roll.

Leaving School Grounds

In the interest of safety and the school's duty of care, you are required to sign your child out of school during school hours. There is a sign out/sign in book kept in the front office. Once you have signed them out you will be issued with a **Sign Out Pass** to give to your child's teacher. When your child returns to school you will need to sign that they have returned. This is also a requirement for children who attend PEAC.

Lost Property

PLEASE CLEARLY LABEL ALL OF YOUR CHILD'S BELONGINGS. Lost property is located in the P&C Activity room in the Jarrah Block.

Lunches

The school has no canteen facilities; however, the P&C provides an occasional lunch service through Subway or other food services. At this moment in time we are not sure whether the P&C will broker lunches for 2021.

Medication

We have developed a medical profile of those children who require immediate or special medication in case of anaphylactic reaction, bee sting, asthma attack, etc. There is a medical profile kept in each classroom which includes a photograph of each child to ensure staff are aware that the right child is being treated and correct procedures followed. If your child requires medication, please ensure that the school is notified by completing an Administration of Medication form (obtained from the office). If your child needs to take medication at school (including antibiotics) please ensure medication is clearly labelled and in its original packaging to enable correct administration procedures. *Do not leave medication in school bags.*

Mobile Phones

Mobile phones should remain at home. Students with a genuine reason for bringing a mobile phone to school must leave the phone at the front administration office for the duration of the day, this is now a State Government policy.

Newsletter & Term Planner

Parents are kept informed of school news and forthcoming events through our newsletters. The newsletter is published on our website and Connect. A newsletter is available on Wednesdays in Week 3, 6 and 9. Students are encouraged to read the newsletter, as they are the major contributors, and it provides up to date information on school, P&C and community activities. The School's term planner is also available on Connect and the school website. It is regularly updated so please always ensure you have the latest copy.

No Hat No Sun

The school is aware that protection from the sun is needed in our climate. We are fortunate to have extensive shade areas where children are able to sit and play during hot days. The official school hat must

be worn throughout the year during recess and lunch and physical education lessons. It is a required element of the school uniform under the No Hat - No Sun policy. Sun screen is available in the classrooms. Please ensure that your child's hat is clearly labelled.

Parents & Citizens Association

Our Award Winning P&C (*Citizenship Award from City of Joondalup 2015*) is an active group of parents who work tirelessly for the benefit of the school. The P&C provides an opportunity for all parents/carers to support the learning and infrastructure of the school.

Meetings are generally held twice a term in the staffroom at 7.00pm. The AGM will be held in Term 1. Further dates will be posted in the term planners. Parents will be informed of forthcoming meetings through the term planner and the newsletter.

The P&C also run the Poynter Farmers' Market fortnightly at the school. **Every class is rostered on once per year to run the P&C stall.** You will get plenty of notice of your day. All proceeds from the Market support the school for educational aids for our students. The produce is locally sourced and shopping at the market means that you are supporting the farmer or the artisan that produced the products. There is a variety of stalls featuring some of the best fruit and veg from local farms around, as well as organic farmers and grass fed and grass finished meat. The Market also features local artisans producing everything from olive oil to freshly baked bread. The Community Stall supports various charities and small businesses. We invite you to come down and have a coffee, enjoy our very relaxed atmosphere and stay for a while!

The P&C contributes significantly to funding programs and facilities within the school. This is made possible by the collection of voluntary contributions of \$70 per family, along with fundraising throughout the year.

Parent/Carer Helpers

Parent/carer assistance in classrooms and with school activities is always very welcome. Class Co-ordinators contact parents/carers on a regular basis asking for assistance with class activities and events.

Contact your child's classroom teacher or watch for items in the school newsletter requesting assistance with special school events.

Parents/carers working with children in the classroom, or assisting with excursions, are required to complete a *Department of Education Confidential Declaration*, which is available from the school office. In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the school office.



Payments

There is a comprehensive schedule at the back of this information booklet, on our website and Connect, outlining Charges and Contributions for 2021 in accordance with Department of Education policy. Activity charges for planned events will be requested as each activity is held and may be paid by the Qkr! App (preferred), by direct bank transfer (BSB 306074 ACC 5250330), or cash or cheque through the school office. There is an option to pay Voluntary Contributions directly through your child's personal items list before the school year commences. **Please note that students will not be able to attend incursion/excursions unless payments have been received prior to the activity.**

Personal Use Requirements (PUR)

A Personal Items List is sent home with each child towards the end of each year, or provided to new parents/carers when they become available. All stationery items should be clearly named, instructions on requirements are detailed on the bottom of the PUR. It may be necessary to replace some items such as pencils throughout the year.

Publication of Images & Work

The Department of Education's *Information Privacy and Security Policy* requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents/carers and the local community of school matters, publicise events and to

promote the school. From time to time we may also be asked to contribute photos of students and/or their work to Department of Education media. In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/carers for the use of images is through the signed Consent Form on the Enrolment Form.

School Board

The School Board comprises of 10 Board Members who are selected from the parent and staff body.

The Board:

-  comprises of five parents, three staff members and two community representatives
-  takes part in the development and endorsement of the School Business Plan
-  endorses the budget associated with the Business Plan to see that it is consistent with the priorities set
-  participates in reviewing the Business Plan based on the analysis of student outcomes
-  meets approximately once per term.

Please refer to our website for our members' profiles, the Terms of Reference and Roles and Responsibilities.

School Policies

There is a comprehensive and up to date list of policies on our website at www.poynterps.wa.edu.au. Please make sure that you visit our website and familiarise yourself with the latest information.

Student Records / Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency. At the beginning of each year we send you a summary of information we have of your child. Please go through this carefully and make any changes that are required. Keeping your information up to date is your responsibility.

Telephone Calls

Only urgent telephone messages can be taken for students. Students are discouraged from using the school telephone.

Uniform Shop

Our school uniform is available through Nell Gray Uniform Concepts at 5/7 Delage St, Joondalup. Please refer to the Nell Gray website <https://www.nellgray.com.au/Schools/Poynter-Primary-School> for information and order forms.

Visitors

All visitors to the school, including parents helping with class activities, are to come through the office on arrival. They are required to sign in and sign out when leaving the school site. This does not include daily pick-up and delivery of students or assemblies.



Early Childhood Information

PREPARING FOR KINDERGARTEN –

TIPS FROM THE SCHOOL PSYCHOLOGIST

GET FAMILAR WITH THE SCHOOL

Help your child become familiar with the school by:

- Visiting the school in the lead up to the first day- the Poynter Farmer's Market could be a great way to practice walking through the front gates.
- Arranging play dates with other Kindy students so your child knows some familiar faces on the first day.



TALK ABOUT IT

Regularly talk to your child about school and all the fun parts.

- Ask them about their feelings and talk through any worries they have.
- Read books about the first day of school and saying goodbye.
- Talk them through their first day - including your drop-off routine.



BE PREPARED

Start practicing "getting ready for school in the morning" a few weeks before school starts.

- Use a visual chart to help your child remember their morning routine.
- Prepare for the first day the night before - have bags, lunches and clothes ready.
- Give yourself enough time in the morning to get ready without rushing (allow time to find parking and calmly walk to the class).



CREATE A DROP-OFF ROUTINE

Plan a short and simple good-bye routine:

- Give your child a kiss to "hold" while you're away, sing a "see you later" song together, or give an extra big bear hug.
- Tell your child they will have lots of fun at school and that you can't wait to hear all about it.
- Let them know you will be back at the end of the day and where you will be waiting.



DROP AND RUN

Teachers know how to properly care for your child, and if you stay in the classroom when your child is distressed, your child will learn that they need to be with you all the time. This will likely make it harder for your child to transition to school.

- Be firm with your drop off routine- don't give in to "Just one more hug."
- Once you leave the room, try not to look back, even if you hear your child crying.
- You can talk to the teacher or your child at pick-up about how the morning went.



LOOK AFTER YOURSELF

Remember, your child regulates their emotions based on you.

- Your child will know by the sound of your voice if you're worried or upset. Smile, laugh, and take some deep breaths.
- Enjoy your day knowing you've given your child a great start to school!



Created by Maryssa Stacey, School Psychologist

Early Childhood – First Day

Your child's first day- Please note that you will be notified if there are any changes to this procedure due to COVID-19 restrictions.

Please bring your child into the Early Childhood Centre and greet the staff. After staff have shown your child where to put their bags and belongings, please take your child for a walk around the centre and show them the toilets. Settle your child at an activity. Parents are encouraged to stay for the puzzle/activity session on the first day of school. Once the puzzle/activity session ends, to avoid anxiety, reassure your child that you will return to collect them at the end of the session. It is important that you are punctual when dropping off and collecting children to avoid them feeling any unnecessary distress.

If you are running late at the end of the day, please inform or phone the Kindy/Pre-Primary.

Please be aware that it is a legal requirement to notify staff if someone other than custodial parents/caregivers will be collecting your child. A Parent Communication Book can be found at the door to record variations in pick up arrangements.

Remember:

-  A quick 'kiss and goodbye' is much kinder to you and your child than a prolonged farewell.
-  It will also be easier for both of you if you don't look back when you leave. (The 'look-back' can crumble even the toughest resolve.)
-  Please call us if you are at all concerned about your child when you get home.
-  If your child does not settle at school, we will phone you.

What your child needs to bring

-  A large backpack (Poynter Primary School backpack preferred) that can hold work and other items to be taken home.
-  A piece of fruit cut up in a small container
-  A healthy lunch (i.e. a sandwich, piece of fruit and small treat). As we are an 'Allergy Aware' school, NO NUTS, EGGS or MUESLI BARS PLEASE.
-  The children will be asked to eat the main part of their lunch (eg sandwich) first before eating their healthy treats. Consider packing only enough food that your child usually eats. Any food that is not eaten will be sent home so that you can see how much food has been eaten each day.
-  As accidents happen and some activities can be messy, provide a change of clothes and underwear every day.
-  We have a 'No Hat No Play' SunSmart Policy. Students should wear the navy blue wide brimmed school hat. (A white wide brimmed school hat is worn by children with severe allergies).
-  A large drink bottle with a pull-up or easy opening lid.
-  Suitable footwear for climbing, etc. that can be easily taken off/on by your child - preferably with velcro tabs not laces (unless your child can tie their own laces). NO THONGS OR CROCS.

PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS

Early Childhood Information

Attendance

At our school we are both highly sympathetic to, and very understanding of legitimate illness among our students.

The research below indicates that good attendance habits established in the early years of schooling translate to successful learning, beginning with Kindy. *“Student Attendance and Educational Outcomes: Every Day Counts”* was prepared for the Department of Education by the Telethon Institute for Child Health Research, UWA in May 2013. The report was based on the attendance patterns of some 415,000 Government school students in WA. It tables some interesting points:

-  **Disparities in attendance rates are evident from early schooling.** The data indicates that attendance rates further diminish in secondary school. It is critical that good attendance patterns are established in the early years, particularly kindy. If good attendance is not established early, then the data says that a child's high school attendance will be further reduced. A good start is imperative to future success.
-  **In all analyses, average academic achievement on NAPLAN tests declined as absence rates increased.** This was evident across all sub groups ie, nationality, gender, transience, socio economic status etc. Every day of attendance contributes positively toward a child's learning. Absence from school was related to poor academic achievement, not only in the current year but in future years as well. Gaps in student learning from one poor year of attendance have a flow on effect in future years.
-  **Educators cannot improve attendance alone.** The community needs to be included. The community needs to recognise the importance of education. Achieving this can be done by students only being absent for valid illnesses. Absences for birthdays, holidays in term time, appointments that could be done out of hours, for a day of rest after a busy weekend etc are not legitimate reasons for non-attendance at school.

Please support your child by advising the school of non-attendance and by ensuring that your child attends regularly. If there are any issues that impact upon your child's attendance, please contact the school so that we are able to support you.

Birthdays

We enjoy celebrating the children's birthdays at school. You are welcome to bring nut free treats for the children to share at fruit time – small cupcakes are preferred as they are easier for children to handle. If you are having a party for your child, please place invitations in classmates' trays or work boxes first thing in the morning. A recommended recipe will be provided at the beginning of the year.

Kindy & Pre Primary hours

Regular sessions will operate from the beginning of Term 1. If your child requires an alternative attendance program, this can be negotiated with the classroom teacher for a short period of time.

-  Doors will be open at 8.40am. All students need to be at school no later than 8.50am when classes commence.
-  Any child coming after this time needs to go through the Administration Office for a late pass.

Parent Roster

Parents and family (grandparents, etc.) are invited to attend Kindergarten and Pre Primary for the morning (approx. 9am – 10.30am) through a voluntary roster system. It is preferred that alternative arrangements are made for younger siblings so your time can be spent with your child.

A parent roster can be found on the noticeboard outside the classrooms. Please feel free to place your name on a date that suits you. We greatly appreciate all help. If you have any special skills, interests or ideas that might enhance the program please let staff know. Information about what to expect when helping at Kindergarten will be given on the day.

Early Childhood Kindergarten Session Times

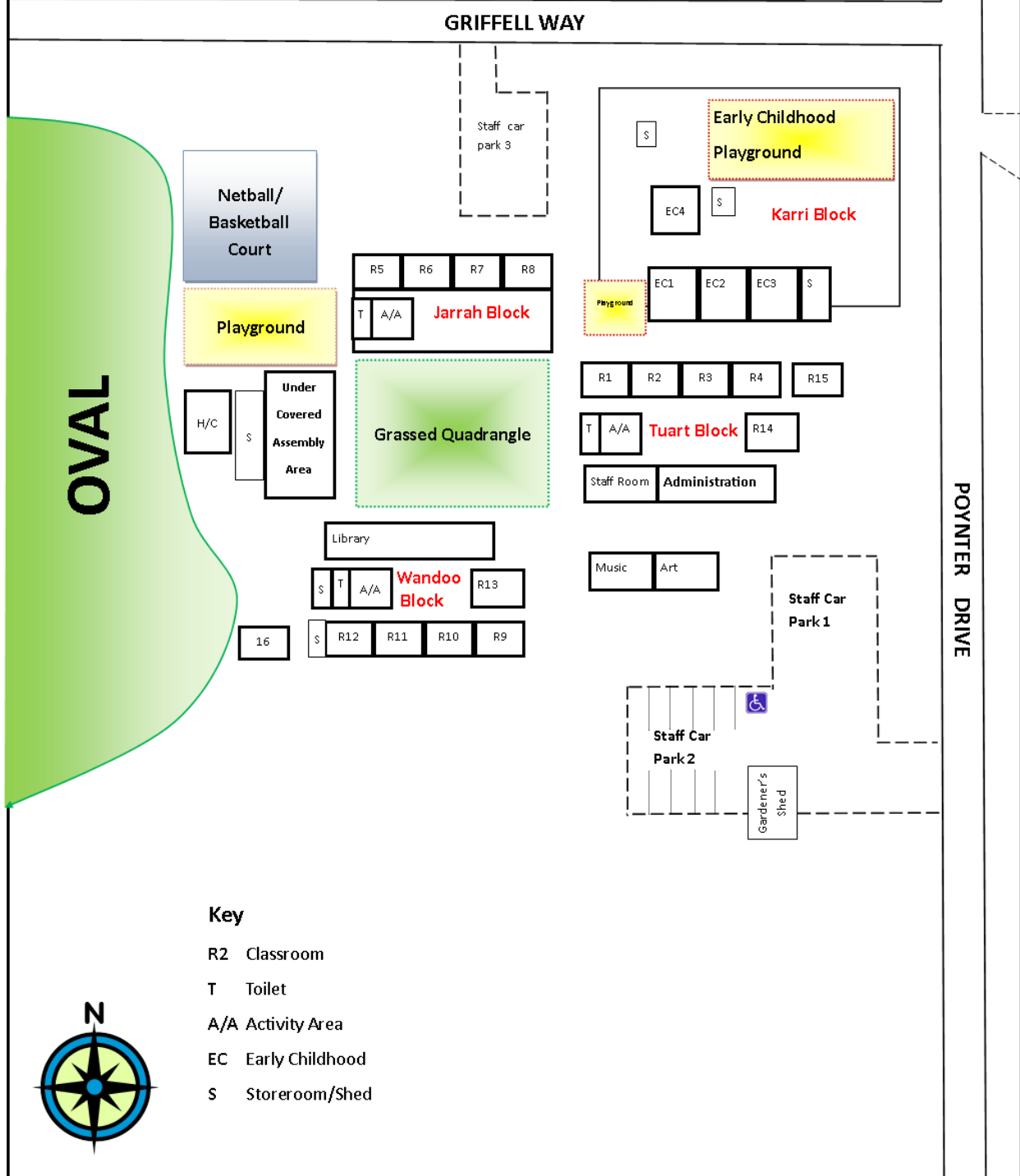
2022 Attendance Roster

Kindy Blue - K1							Kindy Green - K2						
Term 1							Term 1						
	Week	Mon	Tue	Wed	Thu	Fri		Week	Mon	Tue	Wed	Thu	Fri
Jan	1	31	1	2	3	4	Jan	1	31	1	2	3	4
Feb	2	7	8	9	10	11	Feb	2	7	8	9	10	11
Feb	3	14	15	16	17	18	Feb	3	14	15	16	17	18
Feb	4	21	22	23	24	25	Feb	4	21	22	23	24	25
Feb	5	28	1	2	3	4	Feb	5	28	1	2	3	4
Mar	6	7	8	9	10	11	Mar	6	7	8	9	10	11
Mar	7	14	15	16	17	18	Mar	7	14	15	16	17	18
Mar	8	21	22	23	24	25	Mar	8	21	22	23	24	25
Mar	9	28	29	30	31	1	Mar	9	28	29	30	31	1
Apr	10	4	5	6	7	8	Apr	10	4	5	6	7	8
Term 2							Term 2						
	Week	Mon	Tue	Wed	Thu	Fri		Week	Mon	Tue	Wed	Thu	Fri
Apr	1	25	26	27	28	29	Apr	1	25	26	27	28	29
May	2	2	3	4	5	6	May	2	2	3	4	5	6
May	3	9	10	11	12	13	May	3	9	10	11	12	13
May	4	16	17	18	19	20	May	4	16	17	18	19	20
May	5	23	24	25	26	27	May	5	23	24	25	26	27
May	6	30	31	1	2	3	May	6	30	31	1	2	3
June	7	6	7	8	9	10	Jun	7	6	7	8	9	10
Jun	8	13	14	15	16	17	Jun	8	13	14	15	16	17
Jun	9	20	21	22	23	24	Jun	9	20	21	22	23	24
Jun	10	27	28	29	30	1	Jun	10	27	28	29	30	1
Term 3							Term 3						
	Week	Mon	Tue	Wed	Thu	Fri		Week	Mon	Tue	Wed	Thu	Fri
Jul	1	18	19	20	21	22	Jul	1	18	19	20	21	22
Jul	2	25	26	27	28	29	Jul	2	25	26	27	28	29
Aug	3	1	2	3	4	5	Aug	3	1	2	3	4	5
Aug	4	8	9	10	11	12	Aug	4	8	9	10	11	12
Aug	5	15	16	17	18	19	Aug	5	15	16	17	18	19
Aug	6	22	23	24	25	26	Aug	6	22	23	24	25	26
Aug	7	29	30	31	1	2	Aug	7	29	30	31	1	2
Sep	8	5	6	7	8	9	Sep	8	5	6	7	8	9
Sep	9	12	13	14	15	16	Sep	9	12	13	14	15	16
Sep	10	19	20	21	22	23	Sep	10	19	20	21	22	23
Term 4							Term 4						
	Week	Mon	Tue	Wed	Thu	Fri		Week	Mon	Tue	Wed	Thu	Fri
Oct	1	10	11	12	13	14	Oct	1	10	11	12	13	14
Oct	2	17	18	19	20	21	Oct	2	17	18	19	20	21
Oct	3	24	25	26	27	28	Oct	3	24	25	26	27	28
Oct	4	31	1	2	3	4	Nov	4	31	1	2	3	4
Nov	5	7	8	9	10	11	Nov	5	7	8	9	10	11
Nov	6	14	15	16	17	18	Nov	6	14	15	16	17	18
Nov	7	21	22	23	24	25	Nov	7	21	22	23	24	25
Nov	8	28	29	30	1	2	Nov	8	28	29	30	1	2
Dec	9	5	6	7	8	9	Dec	9	5	6	7	8	9
Dec	10	12	13	14	15	16	Dec	10	12	13	14	15	16
	Kindy Blue attends Kindy							Kindy Green attends Kindy					
	School Closed							School Closed					

Map of Poynter Primary School



MAP OF POYNTER PRIMARY SCHOOL



Poynter Primary School			Contributions and Charges Schedule for 2022					
	K	P	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
1. CHARGES FOR EXTRA COST OPTIONAL COMPONENTS								
Excursions & Incursions (Semester 1 & 2)	\$70.00	\$90.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$150.00
Interm Swimming		\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$45.00
Year 6 Camp								\$500.00
PEAC (selected students)			\$10.00	\$10.00	\$10.00	\$45.00	\$215.00	\$300.00
Hire of Musical Instruments (IMSS - selected students)					\$130.00	\$130.00	\$130.00	\$130.00
Music Ensemble (all instrumental students)					\$20.00	\$20.00	\$20.00	\$20.00
Academic Competition / HOTS (selected students)			\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Year 6 Graduation Dinner/Dance (Term 4)								\$70.00
School Photos	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Interschool Sports & Carnivals (selected students)			\$10.00	\$10.00	\$25.00	\$25.00	\$60.00	\$60.00
Social Dance (Pizza, DJ etc)							\$15.00	\$15.00
Choir							\$20.00	\$20.00
Year 6 Yearbook								\$35.00
Pictureplates (K) & Picturemugs (PP)	\$20.00	\$15.00						
TOTAL*^	\$155.00	\$235.00	\$300.00	\$300.00	\$465.00	\$500.00	\$740.00	\$1,460.00
2. PERSONAL USE ITEMS (used daily)								
As per Campion Resource lists (reduced pricing instead of commission)	\$48.80	\$55.20	\$94.84	\$98.46	\$128.28	\$109.60	\$135.88	\$143.59
3. VOLUNTARY SCHOOL CONTRIBUTION (per student)	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
4. VOLUNTARY CHAPLAIN CONTRIBUTION (per student)			\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
5. VOLUNTARY P&C CONT - \$70.00 per family to supplement fundraising efforts. For further information contact poynterpandcpresident@yahoo.com.au								

*1. The amounts shown represent the **maximum** expected to be charged for activities in 2022 if participating.

^2. Options are available for the payment of contributions and charges and can be arranged by contacting the

Principal or MCS via poynter.ps@education.wa.edu.au .

Parents will receive notification for required payments throughout the year via Connect.

NB: We request that you download the QKR app in 2022 as this is our main payment and permission method.