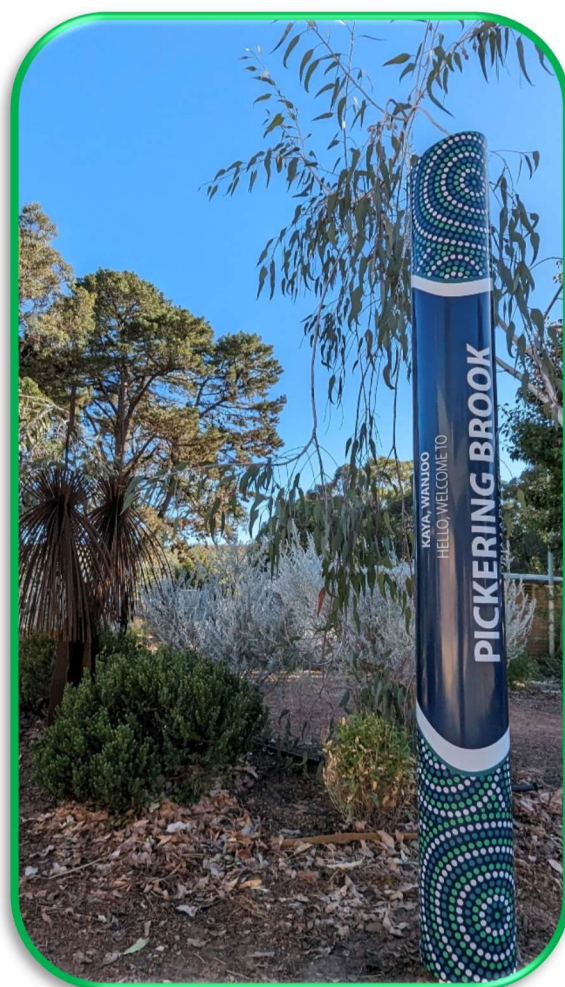


# 2025 Parent Handbook



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## PICKERING BROOK PRIMARY SCHOOL

**School Contact Details:**

Phone: 9291 2050  
 Address: 241 Pickering Brook Road  
 PICKERING BROOK WA 6076  
 Web: [www.pickeringbrookps.wa.edu.au](http://www.pickeringbrookps.wa.edu.au)  
 Email: [pickeringbrook.ps@education.wa.edu.au](mailto:pickeringbrook.ps@education.wa.edu.au)  
 Facebook: @pickeringbrookps  
 Instagram: PickeringBrookPrimary

**Office Hours:** 8:30am – 3:15pm

**School Hours:**

Start	8.45 am
Recess	10.45 am - 11.05 am
Lunch	1.05 pm - 1.45 pm
Close	3.00 pm

### 2025 term dates

Semester 1		Semester 2	
<b>Term 1</b>	Wed 5 Feb to Fri 11 Apr	<b>Term 3</b>	Mon 21 Jul to Fri 26 Sep
<i>Break</i>	<i>Sat 12 Apr to Sun 27 Apr</i>	<i>Break</i>	<i>Sat 27 Sep to Sun 12 Oct</i>
<b>Term 2</b>	Mon 28 Apr to Fri 4 Jul	<b>Term 4</b>	Mon 13 Oct to Thur 18 Dec
<i>Break</i>	<i>Sat 5 July to Sun 20 July</i>		

### *Student Free Days*

Mon & Tue	3-4 February
Mon	28 April
Mon	21 July
Mon	13 October



## PICKERING BROOK PRIMARY SCHOOL

**Principal** Tanya Dique

**Manager Corporate Services** Chris Mercy

### Teaching Staff

**Kindy – Year 2** Tanya Wood

**Year 3 - 6** Robert Tunney

**Italian** Sarah Schubert

**The Arts**

### Education Assistant

**Kindy – Year 6** Robyn Southorn

### Non-Teaching Staff

**Library Officer** Chantelle Morfitt

**Gardener** Gregory Van Der Vaart

**Cleaners** Michelle Hunter & James Hunter

**School Nurse** Julie-Anne Jones

**School Psychologist** Chantelle Blanco

**School Chaplain** Carolyn Letizia



## INTRODUCTION

Pickering Brook Primary School is a unique school, nestled in the Perth hills, with community at its heart.

Our school puts student needs' first; with evidence-based teaching practices, and staff who really know their students; how they learn and what they need to learn next. Our multi-age grouping approach sees students learn from each other, lead each other, and have opportunities to develop more sophisticated social skills than students in same-age settings.



Pickering Brook Primary School is in the final stages of its strategic plan – 2021-2024. We offer a comprehensive pastoral care approach with a school chaplain, active student-led social justice committee and a student services team. Students are treated as individuals and families are supported when needed. We don't have a one size fits all approach.



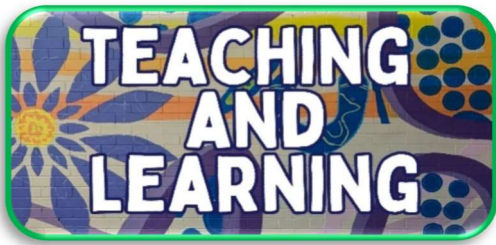
Our environment is like no other Perth school – we don't have to create nature play – we live amongst nature! Students have access to two high-quality natural areas that encourage child-exploration – nature-based play, and also built-playgrounds and great sporting amenities. Our kids are 2024 learners and we want them to learn in 2024 ways!

Pickering Brook Primary School works closely with the local community, including the City of Kalamunda, network schools and other community groups to ensure wrap-around services and an approach that suits the wider community. We have playgroup on site once a week, and a school bus route that collects and drops-off students from the wider hills area. Our

community and staff are generous with their time and offer a variety of opportunities to our students by running after school clubs several days a week. Our P&C are extremely active and take pride in the school, providing great support through funding, time and opportunities.

If you'd like to have a look at our school, why not book a tour?

Call us on 9291 2050, or email [pickeringbrook.ps@education.wa.edu.au](mailto:pickeringbrook.ps@education.wa.edu.au).



### **Curriculum, Assessment and Reporting**

Pickering Brook Primary School offers learning in eight learning areas; English, mathematics, science, humanities and social sciences, technologies, health and physical education, the arts, and languages. Teachers use the Western Australian Curriculum to guide their teaching and they adjust teaching plans to meet individual student needs. Teachers conduct rigorous assessments to determine what each student needs to learn and also to compare student achievement results to others. Assessment results are used to report on student achievement and progress, to analyse how well the school is achieving, and to devise long term whole school targets.

### **Physical Activity and Sport**

All students participate in physical education lessons and a whole school sport program on Friday afternoons. Students are encouraged to wear their school faction shirt on Fridays and are required to wear suitable footwear and a school hat. Senior students may also have opportunities to take part in sporting competitions between local schools during the school year. All students have access to school sports equipment during recess and lunch breaks and students are discouraged from bringing personal sporting equipment from home.



### **Reporting to Parents**

Reporting to parents of student progress K-6 includes:

- Term 2 and Term 4                      Formal Semester Reports
- Term 3                                      Learning Journey

Additionally, in Kindy we use portfolios to inform you of your child's education progress.

Please make an appointment with your child's teacher (K-6), either before or after school, if you have concerns about your child's schooling.

## **TECHNOLOGIES**

### **Curriculum**

Technologies is taught as a dedicated curriculum area, following the *Western Australian Curriculum*. The school has up-to-date technologies including:

- iPads
- Laptops
- Various robotic technologies
- e-boards in each classroom.

Students also use technologies as learning tools across all learning areas.



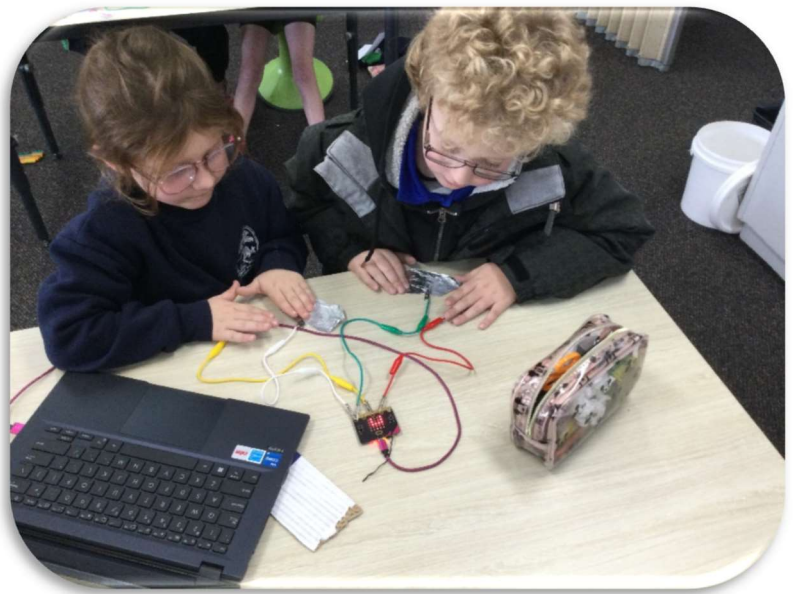
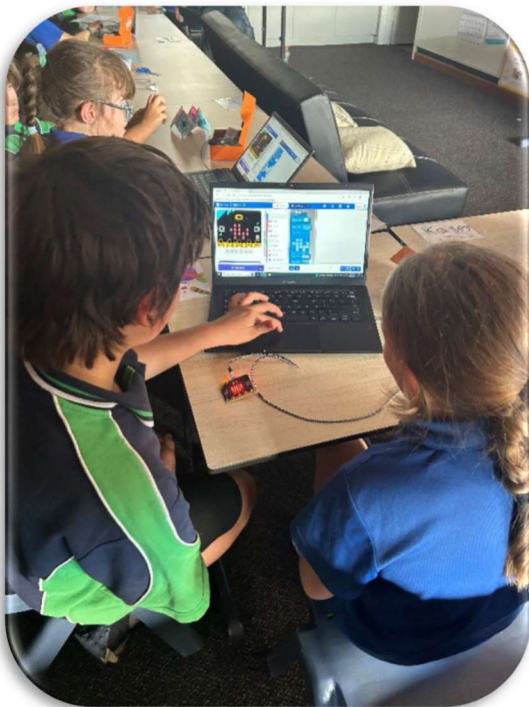
### Responsible use of technologies

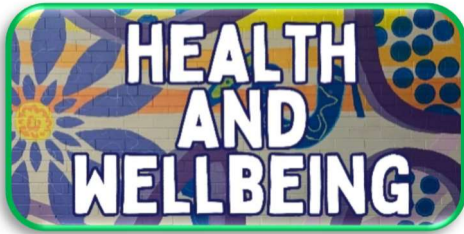
When students enrol at Pickering Brook Primary School, they enter into an agreement to use technologies safely. In Years K-2 these agreements are signed by parents on behalf of their children, and from Years 3-6 we ask students to sign these agreements with their parents. The *Responsible use of Technologies* agreement aims to ensure online safety of students and respectful care for technology devices.

### Online safety

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. Parents and students agree to follow a set of online rules when using the Department provided online services and technologies belonging to Pickering Brook Primary School by signing an acceptable usage agreement upon enrolment, and again in Year 3.

Parent and student cyber-safety workshops may be provided from time to time to educate students and their families about how to be safe when online. They aim to provide parents and students with up-to-date, technically relevant knowledge with valuable learning tools to better equip them for interacting online. For more information about cyber-safety please refer to the safety commissioner [website](#) .





## **Illness at School**

If your child is unwell, please keep them at home. When a student becomes ill at school, parents are contacted to collect them. Please ensure the school has up to date contact details to contact you during school hours, if necessary. Please include details of a friend or relative to be contacted if a parent is unavailable.

## **Asthma and Medical Conditions**

If your child suffers from asthma, allergies or any serious medical condition, please inform the school office and complete the required forms so procedures can be put in place to manage these conditions, including signed plans from medical practitioners, which need to be updated annually.

## **Medication at School**

If your child requires medication during school hours, a form is available at the school office advising times, dosage and dates of administration. Medication must be provided in original packaging complete with dosage guides. In accordance with Department of Education regulations, medication cannot be administered without appropriate documentation. This can include medication required occasionally, such as hayfever medication, or medicine following illness, such as antibiotics. Students attend the school office and medication is administered by a staff member.

## **Community Health Nurse**

The Child Health Nurse conducts the School Entry Health Assessment for Kindy students, and targeted assessments as required. The community health nurse also assists in providing advice to staff and parents, including assisting in the facilitation of health programs.

## **Dental Therapy**

The Dental Therapy Centre is based at Lesmurdie Primary School on Sanderson Road, Lesmurdie. This is a state government service, providing dental examinations and treatment to eligible school age children.

Each child, with a parent's or guardian's permission, has his/her teeth checked at least once per year. Minor treatment is carried out when necessary. This treatment is free of charge for school aged children up to Year 11. Appointment cards are mailed to the school and distributed to the relevant children. Parents are responsible for taking their children to and from appointments.

Please phone the Lesmurdie Dental Therapy Centre with any queries on 9291 6808.



## Infectious Diseases






For your interest, the following information is issued by the Department of Education through the Department of Health [website](#) .

DISEASE	PERIOD OF COMMUNICABILITY	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox	From 2 days before rash until vesicles have formed crusts	At least 5 days
Conjunctivitis	While eye discharge is present	Until discharge from eyes has ceased
COVID-19	2 days prior to symptom onset and until 7 days after symptom onset. Infectiousness is higher while symptoms persist.	5 days and until acute symptoms have resolved.
Gastroenteritis	Days to weeks	Until symptoms have ceased for at least 24 hours
Hand, Foot and Mouth	As long as there is fluid in the vesicles. Faeces remain infectious for weeks.	Exclude until all vesicles have formed crusts that are dry
Head Lice	Until lice and eggs are killed <i>(Check children's hair regularly for signs of head lice infestation.)</i>	Children can return to school the day after effective treatment begins
Impetigo (school sores)	While sores have discharge	24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof covering. Young children unable to comply with good hygiene practices should be excluded until the sores are dry.
Influenza (flu)	1 day before onset of symptoms until 7 days after	Until acute symptoms resolve
Measles	From 4 days before to 4 days after appearance	4 days after the onset of the rash, in consultation with public health unit staff. Immunised contacts: not excluded. Non-immunised: excluded for 14 days.
Mumps	For 2 days before to 5 days after the onset of symptoms	5 days after onset, consult with your public health unit staff
Measles	24 hours prior to onset of symptoms until 4 days after the onset of rash	4 days after onset of rash, in consultation with the public health unit staff
Rubella (German Measles)	14 to 17 days	At least 4 days after onset of rash
Scabies	Until mites and eggs are destroyed	Children can return to school the day after effective treatment begins
Ringworm	As long as lesions are present	Children can return to school the day after effective treatment begins



## PBS - Positive Behaviour Support

The school implements the PBS method of teaching and supporting positive student behaviour. Positive Behaviour Support (PBS) is a whole-school framework that focusses on teaching students appropriate behaviours and rewarding them when they do so. Through consultation, the school has identified four behaviour expectations: we are responsible, we are respectful, we are safe, we are learners. Through explicit lessons, students are taught positive behaviours and are rewarded for demonstrating them. PBS is currently under implementation and once complete the school Student Behaviour policy will be updated.

 <b>PICKERING BROOK PRIMARY SCHOOL</b> <b>Positive Behaviour Matrix</b>				
	 <b>We are RESPECTFUL</b>	 <b>We are RESPONSIBLE</b>	 <b>We are SAFE</b>	 <b>We are LEARNERS</b>
Classroom	<i>when we:</i> <ul style="list-style-type: none"> <li>listen to others and wait our turn.</li> <li>include others.</li> <li>use our manners.</li> <li>wear school uniform.</li> <li>encourage and support each other.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>follow game rules.</li> <li>look after our own and others' property.</li> <li>set a good example for others.</li> <li>use technologies appropriately.</li> <li>wear school uniform, shoelaces tied up.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>respect each other's personal space.</li> <li>walk quietly and calmly inside.</li> <li>use chairs appropriately.</li> <li>use equipment appropriately.</li> <li>use ICT according to the school's guidelines.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>follow teacher instructions.</li> <li>are prepared for learning.</li> <li>do our personal best.</li> <li>stay on-task.</li> <li>accept mistakes as learning.</li> <li>cooperate and collaborate when working together.</li> </ul>
School Grounds	<i>when we:</i> <ul style="list-style-type: none"> <li>line up correctly.</li> <li>are considerate of other students' learning around the school.</li> <li>play fair.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>put rubbish in the bin.</li> <li>get to class on time.</li> <li>take turns, share, include others and problem solve.</li> <li>return equipment to the shed when finished with it.</li> <li>use toilets appropriately.</li> <li>remain seated when eating.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>walk quietly and calmly around the school.</li> <li>eat only our own food.</li> <li>use equipment and nature play objects safely.</li> <li>wear a hat.</li> <li>play in correct areas.</li> <li>follow game rules.</li> </ul>	<i>when we:</i> <ul style="list-style-type: none"> <li>encourage and support each other.</li> <li>take-on challenges.</li> </ul>

## Student Behavior and Good Standing

The school has a Student Behaviour policy which outlines a code of conduct and processes followed for breaches of the code of conduct. The school also has a reward system for students who adhere to the code of conduct. The Department of Education requires all schools to have a Good Standing policy which can be found on the school's [website](#). The Student Behaviour Policy is under review and will be modified following the full implementation of PBS.

## Attendance

Under the provisions of the Education Act, daily attendance of students in Pre-primary to Year 6 is compulsory. All absences must be explained verbally or in writing to the class teacher and notes should be signed and dated by a parent or guardian. Written notification needs to be completed within 3 days of a child's absence. Parents can also notify via Connect or the online form available on the [school website](#). Holidays during school term are discouraged and should be discussed with the Principal prior to departure.



## **Connect**

Connect is the school's primary communication tool for whole school and class-level messages to parents. Connect can be used on computers or through the Connect Now app on devices and also has an attendance reporting function. Connect is also a storage space for student reports, and these can be accessed via Connect at any time while students are enrolled in any public school. The Connect School Space is for whole school communications and Connect Classes is for class-specific communications. If parents experience difficulty using Connect, please ask for assistance from a member of the school administration team.

## **Newsletter**

The school publishes a newsletter every two weeks which is available on our website, and is sent to all families via Connect.

Parents and students are asked to read the newsletter, as it is an important way of passing on information regarding school activities. A term planner is published at the beginning of each term. Please print this and keep it in a prominent place and add to it as events are advertised.

Newsletters and term calendars are available on our website at [www.pickeringbrookps.wa.edu.au](http://www.pickeringbrookps.wa.edu.au)

## **Website**

The school's website is the primary source of information for parents and prospective parents. School policies and procedures are available on the website. <https://www.pickeringbrookps.wa.edu.au/>

## **Class messages**

Regular messages are provided to parents via Connect and from time to time via notes sent home. Some classes have a noticeboard outside their rooms for parents to check when dropping-off and picking-up students. Connect Classes are used to communicate homework and information about class work, incursions and excursions.

## **Individual communications**

Parents are encouraged to maintain regular communication with classroom teachers, and from time to time may need to book an appointment to discuss any concerns. Teachers also may reach-out to parents in they have concerns. Meetings can take place over the phone or face-to-face. Parents can also email teachers when they have a question, and teachers will provide their email address at the class meeting early in the new school year.



## **School Board**

The board of an independent public school works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. The Pickering Brook Primary School Board consists of parent and community members, staff members and the principal. The School Board meets regularly to discuss issues important to the school and vacant positions on The Board are advertised as they become available.

## **Parent Volunteers**

Parents are welcome and encouraged to volunteer to help in classrooms. Parents who do volunteer should complete a 'confidential declaration' form, available from the school office, prior to volunteering. Please speak to your child's class teacher to find out times that they need support.

## **Parents and Citizens' Association (P&C)**

The Parents and Citizens' Association (P&C) is a group of community minded people, parents and citizens, who take on a more formal role to assist the school in:

- promoting the moral, physical and social welfare of Western Australian children by active co-operation with the Department of Education, the teaching staff and children in all their relations to the community.
- fostering community interest in education.
- promoting close liaison between school and community.
- assisting in the provision of school amenities.

Pickering Brook Primary School has a small but dedicated group of parents who have achieved a great deal over the years. P&C meetings are held twice per term and parents are encouraged to attend.

The 2025 P&C executive committee will be determined at the AGM in February when all positions will be declared open.

President

Vice President

Secretary

Treasurer

Uniform Coordinator

Book Club



## Contributions and Charges

The Department of Education allows the Principal to establish funds from parent contributions for school facilities.

At Pickering Brook Primary School, the voluntary contribution is set at \$60 per student. This contribution assists with the purchase of resources, including; reading books, sporting equipment, art equipment, incidental materials and can also subsidise educational activities. This charge is approved annually by the School Board.

Voluntary contributions are added to the students' annual booklists for a convenient way of paying, but they can also be paid at the school office at any time during the year, or by credit card on the school's QKR app.

Voluntary Contributions for 2025 are as follows:

- School Contribution \$60
- Library Fund \$15
- Student Wellbeing Contribution \$10

## Booklists

Each year teachers determine what resources parents need to supply for student learning. These booklists are organised through a preferred supplier (Campion) at the end of each year. As some stationery items last more than one year, parents are encouraged to cross-off items their child already has, rather than ordering new items.

Please note that items such as ball point pens, pencils, coloured pencils, erasers, rulers, scissors, glue etc are to be re-supplied by parents during the year as required.

Each year, the school and school board determine maximum funds that can be requested from parents, for things such as excursions, camps, swimming lessons, incursions etc. These are outlined in the annual document *Charges and Voluntary Contributions Years K-6*, and upon enrolment and prior to each new year, parents are sent a copy.

## School Payments

The school's preferred method of payment for incursions and excursions is via the QKR app. If sending money to school, please place it in a sealed envelope with your child's name and the event name, along with the exact payment. There is a locked money box in the school office for all payments to the school. The school does not have EFTPOS facilities.



Pickering Brook Primary School adheres to the Department of Education policies, which are available through the Department of Education [website](#). The Department's website also provides information to parents on educational matters, term dates, school information and current Department news. The school website also contains school-based policies and guidelines and can be found [here](#).

## Crunch&Sip

Participating in a daily Crunch&Sip break, in-class, provides an opportunity for children to drink water and eat an extra serve of vegetables or fruit to support good health and to help with learning and concentration in the classroom. By choosing to pack vegetables more often, Crunch&Sip is also a fantastic opportunity to increase vegetable intake. All parents are encouraged to provide their children with a daily Crunch&Sip snack.



## Incursions and Excursions

Incursions and Excursions may be organised throughout the year as part of the students' educational program, and costs are kept to a minimum. Details of the excursion and a permission slip are sent home with each student. All money and permission slips must be returned to school by the date indicated on the note, or a student may not be able to participate.

## Mobile Phones

The Department has a student mobile phone policy that Pickering Brook Primary School adheres to. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this period. The policy aims to reduce distractions in class and improve student engagement. Primary school students cannot have a mobile phone in their possession. This means if your child brings a mobile phone to school, it will be stored by the classroom teacher until the end of the school day. If your child needs to contact you, they can do so through the school administration. Likewise, if you need to get a message to your child, you can call the school. For more information, see the Department of Education's [website](#).

## School Plans

In-line with Department policy, Pickering Brook Primary School has a *School Plan* that outlines improvement plans for a three- or four-year period. Within this period, the school also undergoes a Public School Review, aimed at validating the school's improvement processes. Pickering Brook Primary School has a new *School Plan* that outlines targets, strategies, and assessment methods for the period 2021-2024. The school also writes annual operational plans within each learning area that articulate the specific strategies to be implemented each year. Parents can download a copy of the *School Plan 2021-2024* from the school's [website](#). The next school plan will be developed during 2025 through consultation with staff and the community.



## Student Dress Code

The school dress code describes the dress standards expected of students and helps to promote a positive school image. The dress code supports all students to participate fully in school life and helps create a sense of identity and school culture in which every student experiences a sense of belonging. The school dress code is developed by the School Board in consultation with staff, students and parents.

At Pickering Brook Primary School, students are expected to wear the correct school uniform, including:

- No make-up including nail polish.
- No jewellery – except small studs or sleepers, necklace with small pendant, watches.
- No unnatural hair colour (allowable on sports days only).
- Faction polo shirts worn on Fridays and at faction events only.
- Tights/leggings should be black and should not be worn on their own (with no skirt/skort otop).
- Shoes should be enclosed, not open-toe.
- Skirts/shorts/skort to be of an appropriate length.
- Hair longer than shoulder-length should be tied back, (boys and girls)
- School hats are to be worn outdoors all year round. Students who do not wear a school hat will be restricted to a shaded play area during recess and lunch breaks.



### **Modifications to the Dress Code**

Please discuss any requests for modification to, or exemption from, the *Dress Code*, for religious or health reasons, with the Principal.

Families experiencing financial hardship should contact the Principal to discuss their situation.

### **Non-compliance**

All students should follow the expectations of the school dress code. Repeated instances of noncompliance may involve contact with parent/guardian and assistance/support in obtaining a uniform if necessary.

Students not adhering to the *Dress Code* may be denied the opportunity to represent the school at official school activities, including: concerts, sporting and social events and attendance at excursions.

A copy of the *Dress Code* can be found on the school's [website](#) .

## Bushfire Plan

The Pickering Brook Primary School standalone bushfire plan is a detailed plan of how our school has prepared for, and will respond to, a catastrophic fire danger rating alert or to a bushfire event. The bushfire plan can be found on the [school website](#). The school uses the MGM Outreach emergency text management system to notify parents in the event of a bushfire.



## After School Clubs

After school clubs are run by volunteers from the school community. These are offered free and parents are encouraged to attend when possible to be involved with their children's activities. Information about clubs, days and times are communicated to parents via Connect, in the school newsletter and on the school's website.

## After School Hours Care

Milestones Out of School Hours Care (OSHC) in Kalamunda offers Pickering Brook Primary students before and after school care service, including bringing students to school in the morning and collecting students from school in the afternoons. For more information contact Milestones on 9257 1222.



## Assemblies

Pickering Brook Primary School holds one to two assemblies a term on Friday mornings, starting at 8.45am in the assembly area. Dates are confirmed in the school newsletter and on the term planner. Merit certificates are awarded to individual students and groups of students perform an item. Parents and other family or community members are always welcome and encouraged to attend. Parents are informed when their child will be receiving an award.

## Birthdays

Birthdays are special and parents are welcome to bring cup cakes or a healthy alternative (green foods) to celebrate children's birthdays. Please check with the class teacher regarding possible student allergies.

## Bookclub

The opportunity to purchase books through Scholastic Bookclub is offered twice per school term. Our preferred way to order and pay is online using the LOOP app. Scholastic Bookclub is managed by a parent volunteer through the P&C.

## Bus

The Public Transport Authority provide a school bus service for students who live in Carmel, Bickley, Lesmurdie and Kalamunda. A fee may be charged depending on location of pick up and drop off. Queries can be directed to Lesmurdie Bus Services on 0408 197 258 or go to the [School Bus Services website](#).



## Consultation

The school regularly consults with students, staff, parents and the community when planning for improvement. The school uses the National School Opinion Survey every two years, and conducts smaller, more targeted surveys from time to time as required. The results of this information is used to develop plans and to make decisions about the school.

## Contact Information

In the case of emergency or illness, the school may need to make contact with parents, so it is important that parents keep their contact details up to date. It is preferable that there are at least three emergency contacts listed for each student. If your contact details change, please inform a member of the school administration team.

## Enrolment

To enrol a student at our school parents initially complete an "Application for Enrolment" form. The child's Birth Certificate and Australian Immunisation Register (AIR) Immunisation History Statement (not more than 2 months old) need to be sighted at the time of enrolment. If approved, parents will receive a comprehensive enrolment package to complete.

## Factions

Pickering Brook Primary School has two factions: Weston (red) and Hadley (blue). Students are placed in the same faction as their siblings, and are allocated to factions based on maintaining even numbers in age groups and teams. Students participate in faction sports events mostly during Term 3.



## Homework and Home Reading

All students are provided with access to home readers and it is expected that students read at home every weeknight and record their reading in their reading diary. Parents can participate in home reading by listening to students read and asking them questions about the text and signing diaries. Older students and more capable readers may choose to read a library book or a book from home rather than a school reading book. Nights of reading are recorded, and students receive incentives and awards for nights read.

Class teachers may assign homework to students which is communicated via Connect Classes. Individual students may be provided with individual work or may need to complete classwork at home.

## Labelling of Articles and Personal Items

Please label all clothing items, water bottles, lunch boxes and school bags. A "Lost Property" box is in the front office for unlabeled items. Please check the box to claim any lost items. Any unclaimed, unnamed uniform items may be used as second hand uniforms. Students should not bring personal items or toys to school, as they can get lost or be damaged.

## Late Arrivals at School

School hours are 8.45am to 3pm Monday to Friday (alternate Wednesday's, Thursday and Friday for Kindy students). Learning begins at 8.45am and students who miss part of the first session are often missing the most important part of the day. Students who arrive late to school must enter the front office with a parent, and a 'late' slip will be completed by the parent and signed by a member of the administration team. It is understandable that occasionally things happen and students arrive late at school, however, consistent late arrival may result in a meeting being convened to determine possible support processes to help parents get their children to school on-time. Non-attendance and late arrival have a cumulative effect. 10 minutes late every day, means almost an hour of lost learning each week. Over the course of a school term, this means more than 8 hours of lost learning. If you have difficulty getting your child/ren to school on-time, please speak to the classroom teacher or the principal so we can work together to support your child's full attendance at school.

## Leaving School Grounds During Student Contact Hours

During school hours your children are our responsibility, and whilst in our care, they must not leave school grounds without their parent's and the school's consent and notifying the office. If a student needs to leave the school for any reason these are the steps that must be followed:

1. Parent attends the school office and signs the child out on Passtab (ipad), including a reason for leaving school.
2. Office staff member provides a 'Student Signed Out' card.
3. Parents give the card to their child's classroom teacher before taking the child from the room.

Please note that absences of more than an hour constitute a half day absence in our records system.

## Library

Students borrow books from our school library once a week. Please ensure your child brings their library book in their library bag on the allocated day for the books to be changed. A library bag made of waterproof material and measuring approximately 40cm x 50cm is most appropriate.

*Waterproof bags are available from the school for \$4.*

Please have your child's name on the bag.

If books are lost or damaged, you may be required to reimburse the school for these items. Please encourage your child/children to read their library books at home and to keep them in good condition.



## Lunches

Students should bring their lunch from home every day.

On Fridays, students have the opportunity to order their lunch from the Pickering Brook General Store. A menu is available from the school office and on the [school's website](#).

Write your child's name, room number and order on the front of a lunch order bag (available from the classroom or front office) and enclose the money. The lunch order should be placed in the basket in your child's classroom before school on Fridays. Please provide the correct money.



## YVETTE'S PLACE SCHOOL LUNCHES

### TOASTED SANDWICHES

CHEESE	\$4.00	HAM	\$4.00
CHICKEN	\$4.50	CHEESE & TOMATO	\$4.50
HAM & CHEESE	\$4.50	CHICKEN & CHEESE	\$5.50
CHICKEN & PINEAPPLE	\$5.50	BACON & EGG	\$5.50

GLUTEN FREE BREAD ..... \$1.00 EXTRA  
 GLUTEN FREE BAGEL ..... \$2.00 EXTRA

### HOT FOOD

CHEESEBURGER - BEEF PATTY, CHEESE & TOMATO SAUCE	\$6.50
HAMBURGER - BEEF PATTY, CHEESE, SALAD (TOMATO LETTUCE) & TOMATO SAUCE	\$6.50
BACON & EGG BURGER – 2 BACON RASHERS, 1 EGG & TOM SAUCE	\$6.50
VEGGIE BURGER - VEG PATTY, ONION, CHEESE, SALAD (TOMATO, LETTUCE) & CHOICE OF TOMATO SCE OR VEG RELISH	\$6.50
HOT DOG – FRANKFURT IN A LONG ROLL WITH TOMATO SAUCE	\$5.00
SAUSAGE SIZZLE - BEEF SAUSAGE IN A LONG ROLL WITH TOMATO SAUCE	\$4.00
CHICKEN NUGGETS - 5 NUGGETS	\$3.50
SMALL SALAD	\$2.50
SAUSAGE ROLL	\$4.00
BEEF PIE	\$4.50
PARTY PIES	\$2.00
TOMATO SAUCE	50c

### DRINKS

STRAWBERRY MILK, CHOCOLATE MILK	\$2.50
WATER	\$1.00
APPLE, APPLE & BLACKCURRANT, APPLE WILDBERRY, ORANGE	\$2.50

### SANDWICHES

VEGEMITE	\$3.00
CHICKEN	\$4.50
HAM	\$4.00
BEEF	\$4.00
CHEESE	\$4.00
SALAMI	\$4.00
EGG	\$4.00
TUNA	\$4.00
SALAD	\$4.00

WRAP OR ROLL add 50c

EXTRAS- SALAD \$2.00

CHEESE, TOMATO, OLIVES,  
 ONION, BEETROOT, GERKINS \$1.00

MUSTARD PICKLES,  
 MAYO 50c

### SALADS

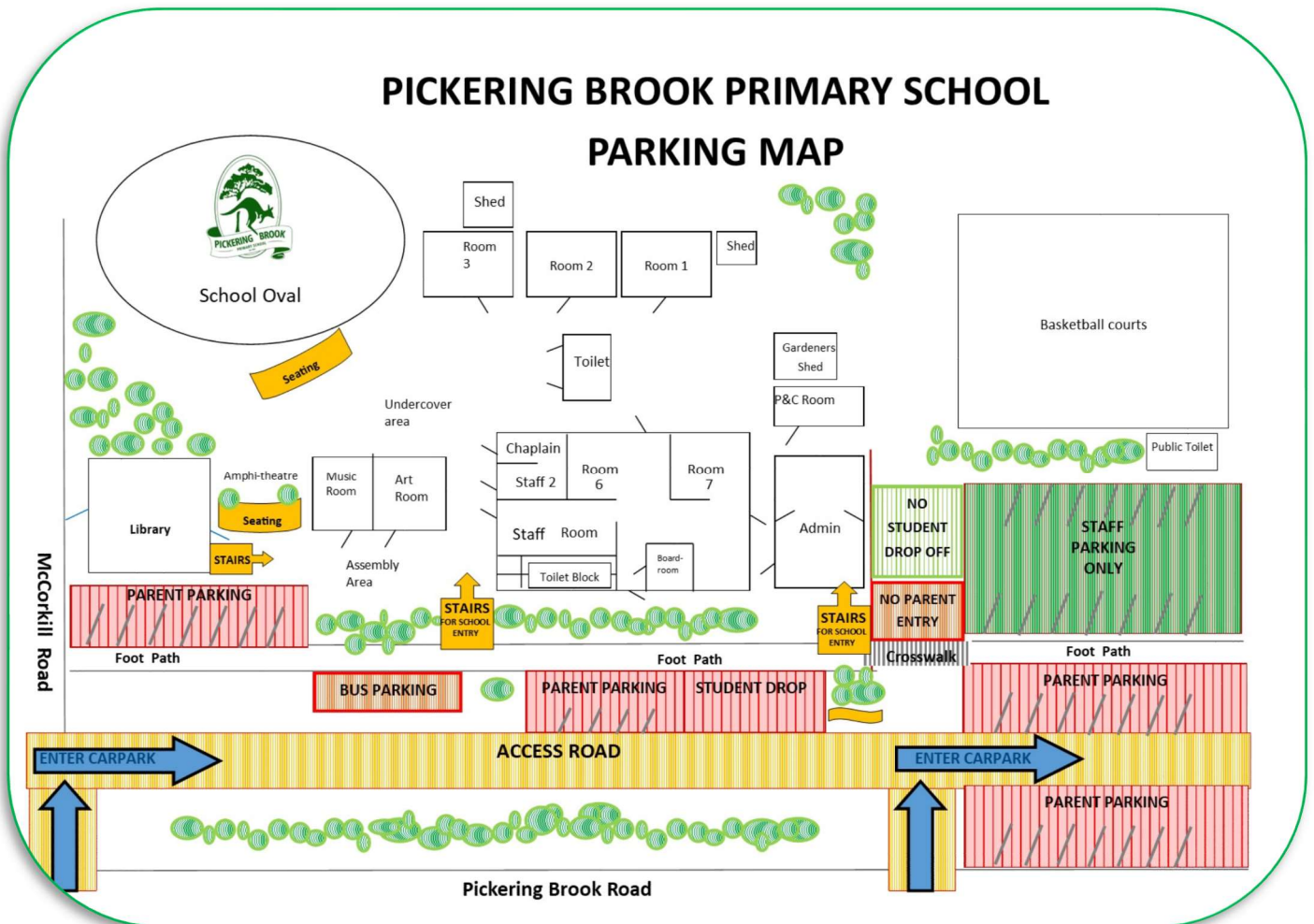
SALAD INCLUDES-  
 LETTUCE, CARROT, TOMATO,  
 CUCUMBER \$5.00

ADD ON -  
 CHICKEN, HAM, TUNA \$2.00 each  
 1 EGG, CHEESE \$1.00 each

LUNCH IS SUPPLIED

## Parking

The carpark adjacent to the school administration building is for the use of staff and school visitors and contractors. When dropping-off or picking-up students, parents should either park in the gravel area at the top of the carpark, or in the gravel area on the access road (see map). Please encourage your children to use the marked crosswalk. Please DO NOT treat the main carpark as a 'kiss and drive' area by stopping and letting your child get in or out – it is very dangerous for students to be crossing this carpark without a parent in attendance and we have a number of staff members who start work between 8.30 and 8.45am, and finish work between 3 and 3.15pm, and they drive through the carpark at this time. The 'kiss and drive' is for parents to either drop and leave, or wait for kids after school and is located in the gravel access road. Cars should not be unattended in this area. Please ensure the School Bus location is kept clear between 2.45-3.15pm and 8.20-8.45am. We ask all parents and visitors to the school to follow these guidelines in order to keep our kids safe.



## **PEAC**

Pickering Brook Primary School participates in the Primary Extension and Academic Challenge program for Years 5-6, which is coordinated by the South Metropolitan Regional PEAC Office. Students are tested in Year 4 and those meeting the required standards are offered a place.

## **Permissions and Agreements**

Upon enrolment, parents are provided with information about the kinds of things students do at school that may require permission. Parents are required to either give permission, or decline their permission. One example of this is the use of children's photographs in marketing. Parents are also asked to agree to certain things, such as safe use of technologies. From Year 3 onwards, students also sign these agreements, agreeing to a code of conduct.

## **Personal Items**

Students should not bring personal items to school, including their own toys or sports equipment. The school has sports equipment for students to use during break times. Bringing personal items to school can cause problems in the event of loss, damage or theft and the school cannot be held responsible for items that belong to students.

## **Staff Development Days**

These days are set aside for staff planning and whole staff professional development. See Term Dates at the front of this booklet.

## **Student Leaders**

All Year 6 students are provided with opportunities to carry-out leadership duties throughout the year, and as leaders are expected to wear their correct school uniform at all times and to be excellent role-models for other students. An agreement is signed by Year 6 students at the beginning of each year.

## **Student Services**

Pickering Brook Primary School has a dedicated student services team consisting of the Principal, school psychologist and chaplain. Together with classroom teachers, this team works with parents to ensure students with special needs, and students at educational risk, have wrap-around support. Some students have ongoing needs and others need support for short periods of time, and parents can seek support by talking to classroom teachers about their child's needs.

The school psychologist works at the school three days per term and assists in student assessments and observations in order to provide information to specialists such as paediatricians. The school psychologist also assists teachers to identify strategies for students and meets with parents to provide advice and to discuss concerns.

The school chaplain works at the school two-days a week in a support role for students, staff and families. Parents can request that their child be supported by the chaplain for ongoing concerns or for short-term issues. The chaplain assists in planning social justice and wellbeing activities across the school and may work with small groups of students who are experiencing social issues.

## Students Transferring to a New School

If students are leaving the area or transferring to another school, please forward written advice stating the last date the student will attend Pickering Brook Primary School, a new residential address and the name of the new school.

## Term Planners

Term planners are provided to parents via Connect and an annual planner with major events and dates is provided on the school website.

## Uniform Shop

The Uniform Shop is run by P&C volunteers. Orders are made online at <https://www.pbpc.org.au/shop/>, or by placing your order along with payment in the locked box (labeled P&C Payments) in the front office. Payments for uniforms may be made online (preferable), by cash or cheque (payable to PBPS P&C). Payment must be made at the time of purchase please. Sizing of uniforms may be done in the front office.



The screenshot shows the 'Tops and Jumpers' section of the school's online uniform shop. The page features a dark blue navigation menu on the left with links for Home, P&C Shop, P&C Events, About P&C, and Contact Us. Below the menu are social media icons for Facebook, X, and Instagram. The main content area is titled 'Tops and Jumpers' and includes a decorative banner of colorful hands holding hearts. Three items are displayed in a grid:

- Navy and Green Polo**: A polo shirt with navy blue and green panels, priced at \$30.00.
- Jumper – Navy Zip Up Jacket**: A zip-up jacket with navy blue and green panels, priced at \$36.00.
- Jumper – Navy Windcheater**: A navy blue windcheater, priced at \$25.00.

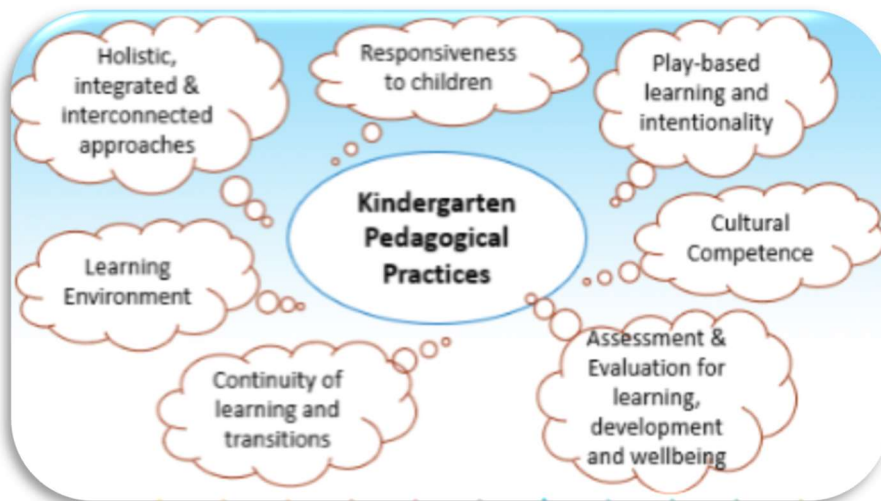


## Our Kindy Program

At Pickering Brook Primary School, we offer a warm and inviting environment that optimises your child’s learning and development by providing opportunities for your child to explore, play, build friendships and form a bond with the classroom teachers and educational assistants.

At Pickering Brook Primary School, our Kindy students are part of a larger class of students from Kindy to Year 2. During the mornings, Kindy students work with Pre-Primary students to learn important literacy and numeracy skills, and in the afternoons they are integrated with Year 1 and 2 students for other learning areas such as science, humanities, health and physical education. We have a dedicated early childhood classroom and play space.

In Kindergarten, we plan and create lessons that follow the Early Years Learning Framework (EYLF), Kindergarten Curriculum Guidelines, and the National Quality Standard (NQS). The Kindy program is responsive and created and developed to build the whole child drawing on a repertoire of pedagogical practices to extend and enrich students’ learning.



## Pick Up

For Kindy students, school will finish at 3:00pm on Thursday and Friday and 12 noon Wednesday. If someone other than yourself (parents) will be collecting your child after school, please use the communication book and verbally inform a teacher if possible. If you need to collect your child before the official end of school, you will need to sign your child out through the front office prior to collecting them from the classroom.

Wednesday	Thursday	Friday
8:45am – 12:00 noon	8:45am – 3:00pm	8:45am – 3:00pm

## Getting Ready for Kindergarten

What a special time!

Your child is about to embark on their first year at school. For some families, this might be the first time you and your child have been apart, for others, your child may have attended daycare or have been cared for by a relative. Regardless of your previous experiences, we understand this is an exciting time, but an emotional one, for many families. It isn't easy entering the unknown, but rest assured your child will be safe, loved and cared for in an environment that will help and encourage them to grow into independent individuals. We hope the following information assists and eases any worries that you might have.



## Preparing Your Child

Discuss with your child what their day at Kindy will look like and what will happen. Talk about the morning routine including the separating factor.

It is essential that your child is prepared and aware that you will be dropping them off and leaving when the bell rings, and that you will return at the end of the day to collect them. Although leaving your child (particularly if it's the first time) may be distressing, whatever you do, you need to remain calm, positive and strong, as your child will pick up on your emotions and follow suit. Don't worry most children settle shortly after their parent/s leave and with each Kindy drop off, it gets easier.








As your child enters Kindy, we aim to develop their independency. You can assist your child by teaching them toileting and hygiene routines, carrying, packing and unpacking their own bag, putting on shoes (preferably Velcro), and teaching them to open and close lunch boxes and containers.

## Daily Requirements

Each day your child will need to bring:

- large backpack
- fruit or vegetable for Crunch & Sip
- snack for recess
- lunch
- water bottle filled with water only
- hat
- a spare set of clothes

Please ensure that your child's belongings are clearly labelled.

<u>Our Morning Routine</u>						
						
<u>I need to get ready for the day.</u>						
<ol style="list-style-type: none"><li>1. Put my bag on my hook.</li><li>2. Bring inside my drink bottle, folder and lunchbox.</li><li>3. Go to the toilet and wash my hands.</li><li>4. Say goodbye to my parents.</li><li>5. Choose an activity to do. (No home corner play)</li><li>6. Pack away when I hear the class bell.</li><li>7. Sit on the mat with the teacher, ready for learning.</li></ol>						





## Kindy Timetable:

8.30	Doors Open
8.45-9.00	Greetings
9.00-9.45	Literacy Focus
9.45-10.00	Crunch N Sip
10.00-10.40	(Literacy continued)
10.40-11.20	Recess/Outdoor Play
11.20- 12.00	Numeracy Focus
12:00	Home Time Wednesday
12.00-1.00	Integrated Learning
1.00-1.45	Lunch/Outdoor Play
1.45-2.05	Rest Time/ story/yoga
2.05-3.00	Integrated Learning
3.00	Home time

### Volunteering

We look forward to working in partnership with you and welcome parent volunteers into the classroom, during incursions and on excursions.

### Library

Kindergarten students can borrow two books from the library each week. Please ensure that your child returns the book on the allocated library day.

### Birthdays

Birthdays are special days, so you are welcome to bring in cupcakes or a healthy alternative (green foods) to celebrate your child's birthday. Please check with your child's teacher about student allergies.

*Research indicates that the attendance habits set up in Kindergarten and Pre-primary are likely to continue throughout a child's school life.*



# SCHOOL SONG

This is our school and we're here together,  
Every day  
Every day.  
We work and we play and we grow together,  
(clap, clap)  
Every day.

So we'll help each other every way we can,  
If I see you fall I will help you stand,  
If you need a friend I will take your hand,  
And we'll make this a happy place.  
And we'll try,  
(clap, clap)  
Thinking of others,  
We'll try,  
(clap, clap)  
Thinking of others  
And we'll make this school a place where we want to be.  
(clap, clap)



