



Harvey Primary School

2024

PARENT
INFORMATION

Care Inspire Grow



HARVEY PRIMARY SCHOOL FOCUS FIVE!



Respect

Integrity

Caring

Cooperation

Courage

SCHOOL INFORMATION

School Address:	Gibbs Street, Harvey WA 6220
Phone:	(08) 9782 3200
Email:	harvey.ps@education.wa.edu.au
Website:	www.harveyprimaryschool.wa.edu.au
Facebook Page:	Harvey Primary School
Principal:	Mr Jason Romeo
Deputy Principals:	Mr Simon Philp Mrs Melanie Purcell
Manager of Corporate Services:	Mrs Bobbie Denham
School Officers:	Mrs Narelle Bacich Mrs Colette Hollamby

TERM DATES FOR STUDENTS 2024

Term 1: Wednesday 31 January—Thursday 28 March

Term 2: Monday 15 April—Friday 28 June

Term 3: Monday 15 July—Friday 20 September

Term 4: Monday 7 October—Thursday 12 December

SCHOOL DEVELOPMENT DAYS 2024

(Students do not attend on these days)

Term 2 - Friday 31 May

Term 3 - Monday 19 August

Term 4 - Friday 15 November

SCHOOL PLAN

OUR MISSION

To ensure all students have the opportunity to develop the skills, knowledge, creativity and confidence they need to achieve their individual potential.

OUR VISION

Through effective pedagogy and a focus on Social and Emotional Well Being we will provide each student with the opportunity to be successful.

OUR BELIEFS

Effective Teaching: Meaningful learning and assessment and effective pedagogy

Social and Emotional Well Being: Personal success and positive relationships

Supportive Environment: Safe, respectful and motivating environment

Partnerships: Positive partnerships within the school and community

Instructional Leadership: Supporting students

VALUES

Learning: A positive approach that is encouraged in others

Excellence: High expectations resulting in high standards of achievement

Equity: Dedication to achieving the best possible outcomes for all

Care: Relationships based on trust, respect and acceptance of responsibility

SCHOOL PRIORITIES

- Demonstrating value added improvement in English and Mathematics
- Implementation of the Western Australian Curriculum
- Strengthening Early Childhood Education
- Embedding a Sustainable School Environment
- Further development of ICT as a learning tool.

The logo consists of the words 'WE ARE A COMMUNITY' in a playful, multi-colored font. 'WE' is in purple, 'ARE' is in green, 'A' is in blue, 'COMMUNITY' is in red, and 'COMMUNITY' is in yellow. The letters are slightly irregular and have a hand-drawn feel.

At Harvey Primary School, we are committed to establishing a community in which everybody feels valued and safe and where individual differences are appreciated, understood and accepted. We aim to establish positive links between the school and the home and to foster respect and sensitivity in providing a challenging learning environment. Our teachers are professionals who understand that instruction has many facets. They therefore strive for excellence in the areas of content, instructional strategies, instructional skills and classroom management. Parents and caregivers are recognised as necessary contributors to their child's social, physical, cultural, moral and intellectual development.

SIREN TIMES

Time before school is used by staff to set up for the day and students should not arrive at school until classroom doors are opened at 8:30am. Students who arrive at school prior to this time will be required to wait in the Quiet Garden until dismissed at 8:30. Admin staff are on duty in this area from 8:20am.

Doors open: 8:30

First siren: 8:35

Second siren: 8:40 (students arriving after this time require a late pass from the office)

Recess: 10:40-11:00

Lunch: 1:00-1:15 (eating in classrooms)

Play: 1:15-1:40

Finish: 2:50

Please ensure that your child arrives to school on time each day. Punctuality is essential for your child to establish a regular routine and to avoid feeling unsettled or embarrassed.

ATTENDANCE

Research indicates that good attendance habits established in the early years of schooling translate to successful learning, beginning with Kindergarten. A good start is imperative for success. If there are issues which are preventing your child from establishing a good attendance pattern, please contact the school so that we are able to support you. If your child is absent for any reason, please notify the school by one of the following methods:

- Phoning the school on 9782 3200
- Sending an SMS to the school on 0408 945 857
- Email to harvey.ps@education.wa.edu.au
- Verbally or in writing to your child's teacher



FAMILY VACATIONS DURING SCHOOL TIME

Parents are required to inform the Principal prior to taking their children out of school for a holiday. Under the Department of Education's Attendance Policy, students who are absent from school on holiday without prior contact being made with the Principal will have their absence classified as an unauthorised absence. If you are planning a family vacation, please contact the front office.

HOW DO I KNOW WHAT IS HAPPENING AT SCHOOL?

Communication between home and school is very important. Your understanding and knowledge of school events, classroom programs and activities will be enhanced by:

- Reading the school newsletter which is emailed each fortnight on a Wednesday
- Downloading the free ClassDojo app from either Apple Store or Google Play Store. This app is used by our teachers for communication with families.
- Reading notes issued by your child's teacher
- Attendance at planned classroom events
- Attendance at school assemblies
- Attendance at P&C meetings as advertised in the school newsletter

If at any time you have concerns about your child or the classroom program, please do not hesitate to contact the class teacher.

VISITORS TO SCHOOL

All visitors to school **must** sign in when on school grounds during school hours, with the exception of pick-up and drop-off times. Once signed in, the office staff will give you the appropriate badge and you will need to sign back out when leaving. If you need to collect your child from school earlier than the end of the day, you will need to sign them out at the front office.

If your child is running late, they will need to come through the front office to collect a late pass and hand this to their teacher on arrival to class. If you wish to escort them to class, you will need to sign in as a visitor.

Any specific legal requirements involving your child must be communicated to the front office with relevant documentation.

Following these procedures ensures that we are able to keep your child safe and supported while they are in our care at school.

STUDENTS TRAVELLING ON THE BUS

Applications for a seat on the bus can be done online through www.schoolbuses.wa.gov.au.

The Public Transport Authority has a Code of Conduct that all students must follow when travelling on school buses. If you have any concerns regarding your child's travel, please contact School Bus Services on [9326 2625](tel:93262625).

Bus Duty Teachers will not allow a bus to leave the school until every child travelling on that bus has been accounted for. **Parents MUST let the front office know if their child is not going to be catching the bus home on any given day.** Text messages can be sent to [0408 945 857](tel:0408945857).



PARENT/TEACHER MEETINGS

Teachers hold class meetings at the beginning of the year to meet parents, go through the classroom policy and the expectations for the students and the year. Regular contact between teacher and parents is essential. It is hoped that parents will contact their child's teacher regularly on an informal basis as well as a formal basis. To arrange a meeting, parents should either send a note, email the teacher or contact the school office to ask the teacher to ring and arrange a suitable time for a meeting.

Parents are urged to make use of teacher meetings to clear up misunderstandings, discuss their child's progress or to discuss any other matter which may be causing concern. A meeting can also be used to celebrate successes and not just to air concerns. It would be appreciated if parents did not interrupt teachers either before the school day or during teaching time.

The Principal and Deputy Principals are also available to assist parents. Please see the front office to make an appointment.

CONCERNS OR PROBLEMS

If you have a matter you feel you need to discuss, please make an appointment with the teacher in the first instance, or the Principal or Deputy Principals. In some cases, parents discuss what they feel are problems with other parents and do not notify the school. **No problem can be solved if we are not aware of it.**

SCHOOL UNIFORM

A school's dress requirements play an important role in promoting a positive image of the school and creating a sense of identify among students. Under the Department of Education policy, students are required to wear school uniform at all times from Pre-Primary to Year 6. The benefits of a school uniform include promoting safety of students through easier identification, keeping costs of clothing within reasonable limits for parents, and assisting students to learn the importance of appropriate presentation. Being suitably groomed is part of the process by which students learn to engage with employers and the community. It is government policy that students are **not permitted to wear denim** to school.

UNIFORM SHOP

The Uniform Shop is run by the P&C and is open regularly for parents to purchase items. Information about opening days and times are available from the front office.

If you experience any difficulty in purchasing uniform items for your child, please contact the Principal to discuss.

Full price list is available at the front office.



BIRTHDAY CELEBRATIONS

Birthdays are acknowledged and celebrated in various ways and teachers endeavour to make it a special day for your child. You are welcome to send in a treat for the class but due to Covid-19 safety precautions, all treats brought in must be shop bought or prepared by a certified person and individually wrapped. Some good ideas could be icy poles, freddo frogs or similar. Please check with your child's teacher first regarding food allergies prior to the event.



JEWELLERY AND MAKE-UP

Students are not to wear jewellery (excluding earrings), nail polish or make-up to school. Sleepers and studs are the only earrings that can be worn in pierced ears.

HAIR CARE

Hair should be tied back and fringe trimmed so it does not get in student's eyes. This applies to all students, boys and girls, from Kindergarten to Year 6.

HEAD LICE

Head lice are not a medical emergency, but they are a highly infectious 'condition'. If not treated properly, head lice can become a serious nuisance in the community as they are passed from one person to another. Any place where people live and play closely together is a good place for the catching of head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood which causes their owners to scratch their head. Head lice move quickly and are hard to find. Nits (eggs) appear as shiny, grey, oval-shaped specks which, unlike dandruff, are firmly attached to the scalp. If nits are found, we must assume that live lice are present, even if they cannot be seen. Treatment should then start.

There are several lotions and shampoos that are readily available from a chemist. These are highly effective against lice and also treat nits as they paralyse, suffocate or dehydrate the lice. Some people have reported more natural ingredients such as olive oil, coconut oil, vinegar or conditioner as effective in clearing the head of the live lice, and adding in peppermint or tea tree oil aids this as well. Dead nits must be removed from the hair to stop the cycle. This can be done through combing, and it is recommended that a specialised lice comb is used to ensure complete removal. Eggs left in the hair while untreated will hatch in 7-10 days and breed a new generation of head lice.

The Education Act allows the Principal or delegated staff to discreetly inspect a student's hair suspected of containing head lice. The Principal then has the right to exclude a student with head lice from school until they can be treated. Students can return to school as soon as treatment has been started (the same day). Should you be unable to collect your child for treatment, they may be asked to wear a hat, or complete activities separate from the other students until the end of the day. An SMS will be sent out to parents of children in the class to inform them that a case of head lice has been reported. It is appreciated if your child could be treated, regardless of whether they have head lice or not, when you receive a text.

HEALTH

If your child is unwell, parents are requested to keep them at home until fully recovered. Infections can spread very quickly at school and children are very susceptible. An unwell child generally does not learn effectively. If your child has vomiting or diarrhoea, please keep them at home for at least 24 hours after the last episode. Please note, the school has limited facilities to care for sick or injured children and parents of such students are generally contacted to come and collect them as soon as possible.

From time to time, parents request that their child be given medication at school. This cannot be done without the proper health care authorisation form completed. Please see the front office for the most appropriate form for your circumstances. Students must not have medication left in their bags.

If your child suffers from a diagnosed medical condition, such as asthma or allergies, please speak to the School Officers at the front office for the appropriate paperwork that will need to be completed. There are different forms for different medical conditions and a Doctor's signature may be required. To support students with diagnosed medical conditions, Risk Management Plans will be completed and communicated to staff.

INFECTIOUS DISEASES

Many childhood infectious diseases require students/staff to be excluded from school for a recommended period of time. The Communicable Diseases Guidelines outlines the exclusion periods that apply for various communicable diseases. Further advice and information about exclusion periods can be provided by your General Practitioner.

IMMUNISATION

Parents are asked to ensure that their children are fully immunised. The Department of Education requires that we maintain accurate and up-to-date records of student immunisation records. From time to time, we may request that you provide us with an updated copy of your child's immunisation details. If your child is not immunised, or is only partially immunised, we may be directed by the Department of Health to exclude them from school should we have a case of a communicable disease reported, such as Measles.

DENTAL HEALTH

A Dental Health Van visits the school to provide treatment for students. Dates for the Dental Health Van are advertised in the School Newsletter. The Dental Health Van can be contacted on 0417 291 951.



STUDENT SERVICES

Mrs Melanie Purcell coordinates the Student Services Team that supports and assists teachers to manage students who require special considerations at school. Concerns could be of an academic, behavioural, social or emotional nature. The Student Services Team works with the teacher and parents to establish the best intervention for each individual child. Members of the Student Services Team include the School Psychologist, School Chaplain, Speech Pathologist, Occupational Therapist, Physiotherapist and School Nurse. Other agencies who become involved when necessary include the Bunbury Public Health Unit, DCPFS (Department of Child Protection and Family Services), CAMHS (Child and Adolescent Mental Health Services) and DSC (Disability Services Commission). Having a group of professionals liaising regularly to determine the best support for teachers has proved very successful in achieving improved outcomes for students.

SCHOOL PSYCHOLOGIST

The School Psychologist, Brooke Eden, visits the school once a week to support teachers to meet the various needs of students in their classes. Parent permission is required before a referral is made by a teacher. The School Psychologist is happy to discuss matters with parents at their request. Please direct these requests through Melanie Purcell.

SCHOOL CHAPLAIN

A YouthCARE chaplain has been appointed to the school for 2.00 days each week. Their key role is to work in the school community to address the social, emotional, physical, mental and spiritual needs of students, staff and family members. This support helps students achieve their potential, both academically and in their social and family lives. Chaplains are qualified in pastoral care and youth work. They respect all people, no matter who they are, where they're from and what their personal belief system is. For further information about the School Chaplain service, please contact the Principal.



Supporting WA school communities

SCHOOL NURSE

The School Nurse, Nikki Johnston, visits on a needs basis and carries out checks on eyesight, hearing and growth. Teachers and parents may refer a student to the nurse through Melanie Purcell. Nikki also conducts the four year old health checks for all Kindergarten students (a requirement for those who receive Centrelink benefits).

ALLIED HEALTH

If a teacher has concerns regarding the development of a student in terms of their speech, gross motor or fine motor skills, they will refer them for assessment and support through the Allied Health Services at the Western Australian Country Health Service (WACHS). Typically, this is for speech, OT and physio assessment. You will be required to give your consent prior to a referral being made.

WHAT CONTRIBUTIONS AND CHARGES ARE EXPECTED OF ME?

The financial support of parents plays a major part in providing extra resources that extend the school's capacity to broaden the learning experience for each child. The quality of your child's teaching and learning program is maximised when each family makes its contribution. The Harvey PS 'Schedule of Contributions and Charges', outlines the maximum costs that parents may be asked to pay during the year. In 2024, the School Board has set the Contributions at \$60 for the first child, \$55 for the second, \$50 for the third and \$45 for the fourth and any subsequent child. The 2024 Schedule of Contributions and Charges will be sent to all parents/carers and can be viewed on our website. A hardcopy can be requested from the school office.

PAYMENT OPTIONS INCLUDE:

- EFTPOS or CASH at school office
- DIRECT DEPOSIT to school's bank account
BSB: 066513 A/C NO: 00900554
REF: Student Name & Payment Reason
- PAYMENT PLANS: You are very welcome to set up a confidential payment plan. Contact school office.

STUDENT REQUIREMENTS—PERSONAL ITEMS LIST

Parents are asked to provide items such as consumable workbooks, pencils, pens, rulers and so forth. It is essential that each child is equipped with these items and that they are replaced during the school year as the need arises. A Personal Items list will be given to every student at the end of November.

All items that children bring to school should be clearly labelled.

To develop habits of neatness and pride in work, it would be appreciated if parents could cover all books in which written work will be done by the child throughout the year.

EXCURSIONS, INCURSIONS AND CAMPS

Teachers may choose to complement the classroom program with an educational excursion, incursion or camp. These activities are considered valuable experiences that enrich the curriculum and teachers are encouraged and supported to incorporate such events into their programs. When students leave the school site to participate in educational activities, they are expected to wear full school uniform, including a school hat, and behave appropriately as representatives of Harvey Primary School. All students who have shown they can be trusted to behave respectfully and courteously, and with honour and dignity, will be invited to participate in excursions, incursions and camps.

These events operate on a 'user pays' basis. It is appreciated that permission slips and money is returned to school by the specified due date.

Special considerations for payment of excursions, incursions and camps can be negotiated with the Principal.



SCHOOL SWIMMING LESSONS

In-Term swimming lessons take place in Term Four at the Harvey Memorial Pool. These lessons are considered a compulsory part of each student's education and complement the Physical Education program. Entry to the pool and travel are the only costs to parents as lessons are provided free by the government. Special considerations for payment can be negotiated with the Principal.

SPORT

As per Department of Education policy, students are provided with two hours of physical activity each week. Every student is expected to participate unless a note is provided. Students participate in a variety of sports, including fitness, football, netball, cricket, tee ball, volleyball and soccer. A Faction Athletics Carnival is held every year which is followed by an Interschool Athletics Carnival. A Winter Carnival is also held in Term Two for students in Years 5 and 6 to compete against students from schools around Bunbury.

HATS

Hats are compulsory at Harvey Primary School for the whole school year.

We have a “No Hat, No Play” policy.

Students who do not have a hat will be required to remain in shaded areas for playtime and sport. Students also require a hat when on school excursions or attending school camps. Hats are available from the P&C Uniform Shop.

LOST PROPERTY

Parents are asked to **CLEARLY LABEL** items of clothing, lunch boxes, drink bottles and school bags. Lost property is managed by teachers, with any unclaimed items sent to the front office.



BICYCLES AND SCOOTERS

There is an enclosure available for students to keep bikes and scooters in during school hours. Students who are arriving to school via these modes of transport must **WALK** their bike or scooter when entering or exiting the school grounds. Please note: the bike gate is not locked during the day and we suggest that students lock their bikes or scooters to the racks when arriving at school.

LIBRARY—BORROWING BOOKS

Parents are requested to assist the school by making sure their child returns books to the school library by the due date. In situations where students damage or lose library books, parents will be sent an invoice for the cost of replacement.



PARENTAL INVOLVEMENT

SCHOOL BOARD

The Harvey Primary School Board consists of elected community representatives, staff representatives and the Principal. Each representative is elected for a term of up to two years.

The role of the School Board is to:

- Endorse the School Development Plan including the budget
- Endorse the Annual Report
- Participate in the development of plans for curriculum improvement and the evaluation of school effectiveness

All members of the School Board are required to hold a current Working with Children Check.

HARVEY PRIMARY SCHOOL P&C

“Your kids, Your school, We can
make a difference”

Harvey Primary School has a fantastic Parents and Citizens Association that supports the school in many ways. P&C volunteers manage the Uniform Shop, operate the School Canteen and organise fundraising activities so they have the funds to be able to support the school and students.

Every year they provide funds for class Endeavour Awards, which are book prizes presented to a student in every classroom at the school's end of year presentation assembly.

The P&C run [canteen is open one day a week, on a Wednesday](#). The menu is packed with nutritious and delicious food. Menus vary from week to week and are given out to students and uploaded on to the P&C Facebook page. Canteen Manager Tim Ryan requires volunteers on canteen days to get the food prepared, cooked and delivered to the students for their lunch. Please consider volunteering your services at least once throughout the year.



Being part of the P&C is a great way to be involved with the school, make new friends and stay informed with what's happening at school.

E: pandcassociation.hps@gmail.com.au

FB: Harvey Primary School P&C

PARENT HELP

Parent help is welcomed and valued. There are several opportunities throughout the year for you to assist the school in organising, setting up and running events. Some of these events would not be possible without the assistance provided by parents. Information about opportunities to provide help will be given throughout the year as required. If you would like to provide parent help in your child's classroom, please see your child's teacher regarding this.