

Welcome to Our School

Welcome parents, carers and our new students. We are very happy that you have joined us at Grovelands Primary School. This booklet has been produced to provide new parents, caregivers and interested community members with general information about our school and to assist your child to settle in and make a happy start at Grovelands Primary.

Grovelands Primary School is a *You Can Do It!* school which celebrates the five keys to success - **Organisation**, **Getting Along**, **Persistence**, **Confidence** and **Resilience**.

Our school vision is to provide a safe learning environment where students are empowered: with the skills to question; the desire to improve; the will to persevere and develop resilience; to inspire each other to be the best they can be.

At Grovelands we focus on the total development of your child; Intellectual, Physical and Social. We believe our students should be happy while striving to achieve their best.

We have a dedicated team of experienced and passionate teaching staff who are committed to providing opportunities for students to grow, achieve and excel at school. Our staff place an emphasis on quality teaching and work to provide a broad and challenging curriculum that meets the interests and learning needs of all students. Our Specialist Teaching areas encourage students to excel in the areas of Literacy, Numeracy, Science, Art, Health and Physical Education. These are supported by mobile ICT resources and a Library Resource Centre.

We are committed to developing and sustaining a culture of continuous self-improvement and life-long learning in an environment of collaboration and innovation. We are a blend of cultures, ideas, innovation and imagination. Grovelands Primary celebrates diversity and achievement, and promotes excellence in all areas of life.

Our Vision

A safe learning environment where students are empowered: with the skills to question; the desire to improve; the will to persevere and develop resilience; to inspire each other to be the best they can be.

ENGAGE

EXPERIENCE

EMPOWER



Grovelands
Primary School

Parents are always welcome at school and we encourage your involvement. Please do not hesitate to contact us for any information you may require, or with any questions you may have.

Principal: Mr M Bradshaw
Deputy Principal: Mrs E Kapuscik
Deputy Principal: Mr J York
Manager, Corporate Services: Mrs K Heady

School Telephone 9496 9000

Email: Grovelands.ps@education.wa.edu.au

School website: www.grovelandsps.wa.edu.au.

Other useful telephone numbers:

SMS Absentee Messages: 0408 943 697 (provide name of child, absence date & reason for absence)

Dental Centre: 9390 8434 (located at Westfield Park Primary School)



Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications. Examples of what information you can access in Connect:

- Whole school or class notifications
- Whole School events and activities.
- Class events.
- Classroom learning activities.
- Notifications from individual teachers.

Times and Dates

School Hours

School commences 8.55am (Classes open 8.40am)
Morning recess 11.10am – 11.30am
Lunch 1.30pm – 2.00pm
School finishes 3.00pm (early finish Wednesdays 2.30pm)



Early Closure

The school has an early closure each week. Children are ***dismissed at 2.30pm every Wednesday***. This allows teachers to meet for the purposes of collaboration and planning. The overall teaching component of each week is not impacted by this arrangement.

Please ensure that children are collected from school promptly as delays often cause the students distress.

SCHOOL TERMS 2021

Term 1

Commences 1 February 2021
Ends 1 April 2021

Term 2

Commences 19 April 2021
Ends 2 July 2021

Term 3

Commences 19 July 2021
Ends 24 September 2021

Term 4

Commences 11 October 2021
Ends 16 December 2021



Information on 'Pupil Free' days will be available through the school newsletter, our Connect App and on the Grovelands Primary School website.

For all other dates including public holidays please refer to the Term Planner and Newsletter.

Arrival Times

School commences at 8.55am and ends at 3.00pm (2.30pm Wednesdays). Any child at school before 8.40am must sit in the undercover area or attend Breakfast Club. They will be released to class at 8.40am.

Pre-primary students must be delivered and collected from class by a **responsible adult**. If you wish to make alternative arrangements, please do so in writing. If you wish for your child to be collected by an older brother or sister at least 10 years of age, this needs to be requested in writing and approved by the Principal. We will not release the child to someone unknown to us unless notified in advance. If you need to collect your child earlier than the normal finishing time, you must go via the office to obtain a "leave pass".

No student is allowed to be in a room or wet area without a staff member being present.

Late Register

Students need to arrive at school by 8.55am. Students who arrive after the commencement of the day need to come to the office, (accompanied by a parent/caregiver), to complete our late register and provide a valid reason for lateness.



Enrolment and Attendance

Enrolment and Contact Information

Please ensure that telephone numbers, addresses, emergency contacts and relevant health information are always kept up to date. It is essential that you notify the office when any changes occur. Copies of any Family Court information should also be provided to the school.



Voluntary Contributions

To assist with the running of programs in this school, and to supplement the Grant from the Department of Education, parents are asked to support the school by paying a voluntary contribution of **\$30.00 per child (max \$60.00 per family)**. Payments would be appreciated at the beginning of each year and may be made through the personal items list.

A payment plan can be organised for families by contacting our Manager, Corporate Services. The school has EFTPOS facilities to assist parents with all payments.

Internet Banking payments can be made to:

Account Name: Grovelands Primary School

BSB: 066 040

Account Number: 19901113



Please make sure you quote student name.

Your contribution goes towards resources for students including Library, Mathematics, Literacy, Science, Computing and Physical Education.

Custody of Children

Where there is a separation in the family and one parent has custody of the child/children, the school must be made aware of custody details. Official documents relating to this should be made available to the school. All such information is confidential. Without official court documentation both parents have equal access to the child/children concerned.

Absences

Explanations for all absences are required, with medical clearances in the case of infectious diseases. Please send a note to the class teacher when the child returns to school. In the event of prolonged absences, please notify the teacher or office in writing.

Absences can also be reported by SMS. Please provide student name, date of absence and reason to 0408 943 697. Absences may also be reported via the *Connect App*.

Teachers will contact you for explanation when your child reaches three unexplained absences.

Leaving the School Grounds

Once children have arrived at school they may not leave the grounds. When collecting students for appointments or due to illness, a form must be completed by a Parent/Caregiver in the office and a *Leave Pass* taken to the class teacher. Teachers are instructed not to release children into the care of any adult without the appropriate office pass.

School Crossings

School crossings are provided for children crossing Westfield Road and Grovelands Drive. Children must make use of these crossings. In the interests of safety, students must obey the Traffic Wardens' instructions.



Bicycles



A fenced and locked area is provided for students who ride to school. Whilst as much care as possible is taken by the school to ensure the safety of bikes, we do not accept responsibility for damage or theft. **Please provide a chain and lock for your child's bike. Parents are also reminded that, by law, bicycle helmets must be worn.**

School Premises

Parking Areas

The car park at the front of the school has been set aside for **staff parking only. Parking and dropping off children within this area is dangerous and may result in a fine being imposed.** Parking bays have been marked in Grovelands Drive and Dollis Way for the purpose of dropping off and picking up children. Parents may also park in the Harold King Community Centre carpark. Two disabled parking bays are marked on Grovelands Drive. City of Armadale Rangers regularly patrol these areas.



Grounds/Security

Parents are requested to remind children that the school grounds are out of bounds out of school hours. In the event that you see any vandalism occurring, we would appreciate you calling the Police on 131 444 or Education Security on 9264 4632. Any people found inside the school fence can be prosecuted for trespassing.

For safety reasons, children (students or siblings) are not permitted to use the playgrounds before or after school.

Evacuation/Emergency Procedures

In the event of a fire, bomb threat or other emergencies, one or more of three signals will be used to activate emergency evacuation procedures:

1. Evacuation Siren.
2. P.A. announcement.
3. Whistle blast outside rooms.

When the alarm is raised, parents/visitors to the school are to report to, and stay with, class teachers. The school has an emergency procedure which is enacted in these circumstances.

School Dress

Clothing

Students should wear our school uniform in accordance with the Dress Code that has been ratified by the School Board. We believe that school uniform encourages a sense of belonging to our school community and eliminates any competition between students with regard to clothing. Uniforms may be purchased from the P&C Shop in Cluster B. A copy of the Dress Code is attached for your information.

Notes on Uniforms

1. All items are available from the P&C Uniform Shop which is open every Thursday (8.30am – 9.00am). Orders can be placed, along with a deposit/payment, through the school office. The Uniform Shop now has EFT-POS facilities..
2. Please note that hats **must** be worn during Physical Education and whenever children are outside. The school rule *No Hat, Play in the Shade* applies all year round.
3. Please refer to our School Dress Code for our full Uniform Policy.

Toileting – Students aged 4 - 8

All children should be capable of attending to their own toileting needs. If your child has difficulty in this area, please let your teacher know so that we can plan for their needs.

Toilet accidents do happen so please provide a change of clothes which are to be kept in your child's school bag.



Footwear: We recommend that children wear safe, practical footwear that they are capable of putting on and removing themselves (e.g. for the younger students, velcro runners or closed in sandals). Students are not permitted to wear thongs.

Hair

Long hair must be tied up. This applies to all students. See the Dress Code for guidelines.

Jewellery

Jewellery is not permitted to be worn at school. In the interest of personal safety, students with pierced ears are to wear only studs or sleepers. The Dress Code contains more information.

Lost Property

Parents are urged to mark all clothes with their child's name. Lost property is kept in each wet area and is available for inspection at any time. Uncollected items are sent to charity at the end of each term.

Mobile Phones

We understand that some parents may wish their children to bring mobile phones to school for security purposes. There is, however, no reason for students to need phones during the school day. Therefore, all mobile phones must be signed in at the office when students arrive in the morning. They can then be collected at the end of the day.

Health and Wellbeing

All Government Department premises are smoke free zones. Smoking is not permitted on the school grounds.

Dogs are not permitted on school grounds, even if on a leash.



Lunch: Students will need to bring their lunch and recess in a labelled lunchbox or bag. Although we do have drink fountains, please also send a drink bottle with water.

Medication Policy



Under no circumstances will medication be administered to children without full written instructions by parents and/or a doctor. This is in line with school and Department of Education policy. Forms are available from the office. Medication is not to be kept in the child's school bag.

If your child is not well, please do not send him/her to school as this impacts on other students and staff. Sick children are much better off at home.

Medical Emergencies

Please ensure that any and all medical conditions are made known to the school office and the classroom teacher. If a child has a medical condition or allergy which may require emergency treatment, an Emergency Action Plan is to be completed. Please contact the school office for this to be arranged. For serious medical conditions parents must provide the school with written details of the condition including treatment. A form for this is available from the office. This information must be regularly updated to ensure the school has the most current information and contact numbers.

Accident/Illness

Where possible, parents will be notified immediately if children become ill or are seriously injured at school. Please supply us with current emergency phone numbers in case of illness or accident.

Should an ambulance have to be called, parents will be required to cover the cost.

Head Lice

Head Lice are an unfortunate side effect of life at school. **Under section 27 of the School Education Act 1999**, a child with head lice may be excluded from school until treatment has commenced. Advice is available from the school office/nurse on the treatment of head lice. Should they be identified at school, parents will be contacted. Notes are always distributed to the appropriate class. Please check your child's hair regularly.

Community Nurse

A school Community Nurse visits the school on a regular basis. If parents have any health concerns, please feel free to contact your child's teacher or the nurse through the front office.

School Psychologist

The school has a part-time School Psychologist whose role is to assist with problems pertaining to school issues and children's learning. Parents with concerns should first contact the classroom teacher.

Dental Clinic

Dental Health Services continue to provide free dental care for students enrolled at school from 5 years of age up to and including Year 11.



If you are not enrolled for dental care, it is not too late to enrol now. Please ring the Westfield Park Dental Therapy Centre on 9390 8434. The Dental Clinic is open Monday – Friday from 8.00am to 4.00pm and on some holidays.

Behaviour Management



At Grovelands Primary School, our focus is on helping our students to regulate their own behaviour, understand their emotions, and build the skills for academic and social success. The *You Can Do It!* and *123 Magic and Emotion Coaching* programs are integral to this approach.

Our school acknowledges positive behaviour at school in a variety of ways, and has a clear system for dealing with negative behaviour.

Parents are asked to reinforce acceptable behaviour and to support the school in its processes. Should you have any questions regarding any aspect of Behaviour Management, please contact the class teacher. Parents are an important part of our processes and input is welcomed.



Bullying

Bullying is an unfortunate aspect of our society and primary schools are no different in this regard. The staff at Grovelands actively discourages all forms of bullying, and has a positive and constructive approach to its management and resolution. We urge parents to contact their child's teacher if there is any evidence of bullying.

Special School Programs

Breakfast Club



Grovelands runs a daily breakfast program which is supported by Foodbank. Staff volunteer their time each morning to ensure this program is a success. Parents wishing to donate food, or time, to assist with Breakfast Club are most welcome. All students are welcome to come along between 8.20am and 8.40am to enjoy a healthy breakfast.

Swimming

All children have the opportunity to attend swimming lessons at a local Aquatic Centre at a time to be notified. Participation in swimming lessons, whilst voluntary, is encouraged by the school.

Library Books and Bags

All children are encouraged to have a library bag in order to borrow books. If a child damages or loses a library book, the parent will be responsible for replacement costs.



Communications

The school uses a wide range of ways to communicate with parents and to keep them up to date with what is happening at school.

Connect App

Instructions on how to download our *Connect App* are at the back of this booklet. This App enables us to provide you with a variety of information about the school, our programs and events directly to your smartphone or tablet. This App is a very important communication tool. Full installation instructions are at the back of this booklet.

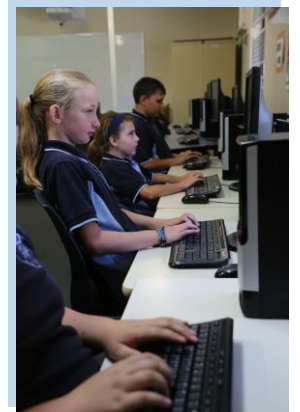
School Website

www.grovelandsps.wa.edu.au

Our Website contains important dates and information about what is happening at Grovelands Primary School.

Assemblies

Class assemblies are conducted in the undercover area each fortnight. Each class has the opportunity to present an assembly during the year. Dates and times are advertised in each term planner and fortnightly newsletter. Parents are most welcome to attend to show their support of our students. Parents are notified if their child is to receive an award.



Interviews

Parents are encouraged to meet with teachers about their child/children's progress. Please telephone the office to arrange an appointment or see the teacher directly. Teachers may also contact parents if they believe a meeting is required.



Reports

Reports are distributed each semester. Teachers are encouraged to liaise with parents about their child's progress and parents are welcome to contact the school at anytime should they wish to discuss the progress of their child.

Newsletter

Our school newsletter, *The Grovelander*, is distributed each fortnight on a Tuesday via the Connect App. The newsletter is our primary means of communication to parents as it contains information on school and community events. If you do not receive an electronic newsletter, paper copies will be available from the office. A term planner is attached to the first newsletter of each term.

Parental Involvement

Individual teachers will make their own requests for parent help and your involvement is encouraged and appreciated. Younger siblings are most welcome but you must appreciate that staff cannot accept responsibility for them. Parents can assist in a variety of ways from listening to children read, to helping in the Library or Canteen. Should you have any spare time or special skills that you are able to share with the school and children, please contact the office on 9496 9000. Parent helpers must complete a Confidential Declaration form and submit it to the front office.



Parents and Citizens' Association (P&C)

The function of Grovelands Parents and Citizens' Association is to raise funds for the school and to encourage parent involvement in the education of their children. Details of meeting dates are printed in the school newsletter and displayed around the school.

School Board

The School Board meets throughout the year to ensure good governance of the school. The School Board reviews and endorses the School Business Plan, monitors the School Budget, sets the Voluntary Contributions and reviews and ratifies school policies.



We hope that you find this information booklet
useful and enjoy your year with us!



School Dress Code Policy & Guidelines

KINDERGARTEN TO YEAR 6 STUDENTS

RATIONALE

The School Board of Grovelands Primary School, in conjunction with the staff of Grovelands Primary School, has established a dress code for all students attending the school. Although the school uniform itself is not compulsory, the dress code is established to promote a **positive, safe and healthy** learning environment for the students.

Grovelands Primary School and its School Board believe a school dress code:

- Ensures students are safely dressed for specific school activities.
- Encourages equity among students.
- Fosters and enhances the public image of the school.
- Assists in building school and team spirit.

SCHOOL DRESS STANDARD

For the health and well being of the child, it is necessary that students be clean, well groomed and have clipped fingernails. **All long hair must be tied back** to discourage the spreading of head lice, and secured away from the eyes so that the child's vision is unobstructed. Parents will be contacted, if the child's safety and well being is compromised by any of the above. Students should wear appropriate footwear that is well fitting and firmly secured to the foot (no thongs, slip ons or high heeled shoes).

Jewellery is not recommended except for studs or small sleepers. Piercing other than the ear should be taped for safety reasons. Medical alert bracelets are permitted. Significant cultural/religious jewellery is permitted. These must be worn under clothing for safety. Watches are permitted.

Cosmetics, nail polish and temporary tattoos are not allowed.

Students should ensure that they take appropriate protection from the sun when outdoors by:

- Wearing sunscreen to school.
- Wearing a suitable hat during all outside activities.
- Wearing clothing that covers the shoulders to protect the skin from the sun.

It is unacceptable to wear clothing, which is:

- Black
- Labelled inappropriately
- Promotes illegal substances.

CONSEQUENCES

Where a student's health and safety is at risk due to poor sun protection, they will be required to sit in a designated shaded area during play breaks. Parents will be notified. Unsafe items of jewellery will be taken to the office and secured in a marked envelope for the child to take home at the end of the day.

Availability of the school uniform:

- New and second-hand articles of clothing are available from the uniform shop.
- Items in the school colours may be purchased from any clothing or department store.

The School Board, in conjunction with the staff of Grovelands Primary School, reviews the dress code on a yearly basis and parents may have input into the dress standard by contacting any of the members of the School Board or P&C.

SCHOOL UNIFORM

Recommended: Two colour shirt with navy blue front, back and collar and light blue side panels with school logo.

Acceptable: Plain navy blue shirt.

Recommended: Navy blue shorts or track pants.

Acceptable: Navy blue pants.

Recommended: Navy blue sports skirt, with **plain navy bloomers, sports pants or bike pants** worn underneath or navy skorts.

Acceptable: Navy blue skirt, pants. **Navy blue leggings or navy blue stockings may be worn under a skirt or skorts.**

Recommended: Navy blue and light blue school windcheater.

Acceptable: Navy blue jumper or windcheater.

Recommended: Well-fitted sports shoes, school shoes or secure sandals.

Acceptable: Shoes that are firmly secured to the foot. **Thongs are not allowed.**

Recommended: Navy blue legionnaire or wide brimmed hat that shades the face and neck and also covers the ears.

Acceptable: Caps without rude, offensive or inappropriate pictures or wording.

Ratified by the School Board: 26 February 2019

Effective date: 27 February 2019.

Chairperson: _____

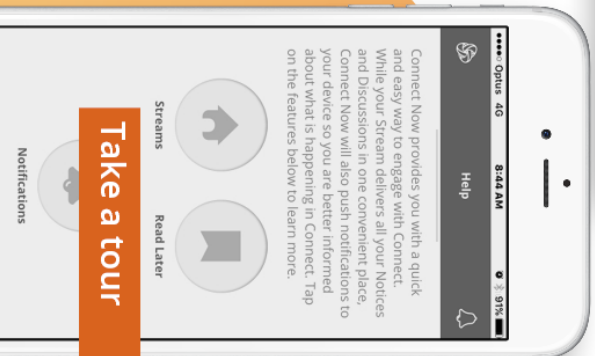
Principal: _____

Login to
CONNECT NOW



Enter P number and password

If you can't
remember your login
details please contact
your school



Take a tour

Wherever You Are,
Connect Now

If you would like to
know more about Connect
please contact your school

CONNECT NOW
For Parents



The convenience of
Connect in the palm
of your hand



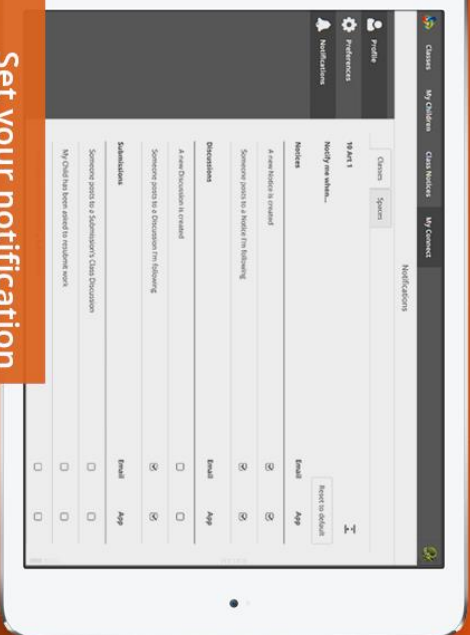
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Education



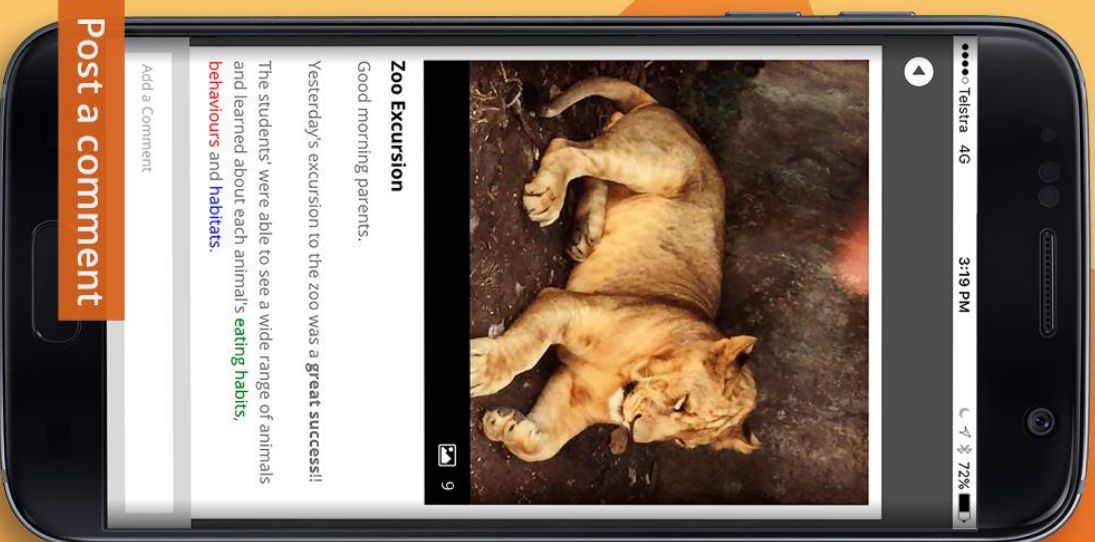
CONNECT NOW

A free mobile app that displays all the latest activity from your children's classes.

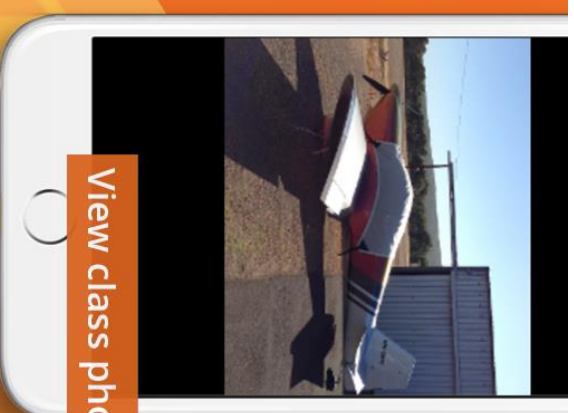
- read notices, view class photos and discussions
- post a comment directly from your mobile device
- access attachments



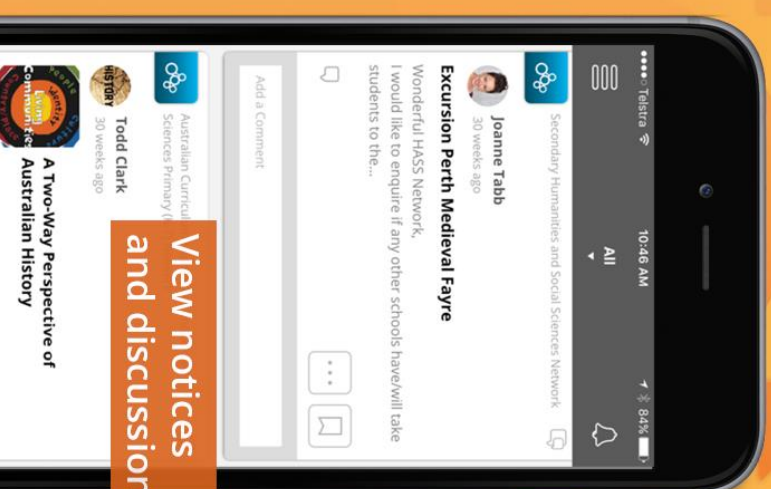
Set your notification preferences



Post a comment



View class photos



View notices and discussions



