



# Parent Information Handbook

2023

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..... **Connected • Engaged • Successful**



## PRINCIPAL'S MESSAGE

Hillarys Primary School has a rich history and a strong reputation as a dynamic school which is caring, and achievement focussed. At Hillarys Primary School every student is important to us. We place students first and foremost in all our planning, operations, and decision making. 'Every student, Every Classroom, Every day!'

We have been excited to see our new school emerging with the opening of TB3 and TB1 buildings in 2022, offering our Kindy and Year 2 & 3 students new buildings to learn in. The building project is scheduled for completion in 2024.

We believe in doing our very best for our students and supporting them in every way we can- making learning exciting, purposeful, and rewarding. At Hillarys Primary School, we pride ourselves on maintaining a proactive and solution focussed approach, striving for a sense of belonging, community, connectedness, wellbeing, and empowerment.

Hillarys Primary School is renowned for delivering unique and innovative programs which promote inquiry learning, critical thinking, creativity and excellence. Our programs provide students with the opportunity to study a range of subjects including Science, Sustainability, Physical Education, Visual Arts, Music and French, delivered by specialist teaching staff. Our highly skilled classroom teachers and educational assistants engage students in learning programs that are adjusted to suit the students' individual learning needs.

We pride ourselves on building positive and productive relationships with the school community and working together as a supportive team. Our commitment to partnerships and collaboration creates a vibrant and nurturing culture to support students and teachers as they teach and learn. This culture promotes a strong sense of trust, achievement and pride throughout the school community.

We have a clear, shared school vision that is supported by our mission and the continual focus on five important values. This inspires students to become capable, resilient and motivated learners and, supported by the sustained efforts of our staff, parents, P&C and School Board, these goals are achievable.

### Our vision:

*"Connected Community, Engaged Educators, Successful Students"*

### Our Mission:

To cultivate an inclusive, collaborative and innovative learning community that supports and inspires students to become capable, resilient and motivated learners who can adapt and thrive in an ever-changing world.

### Our Values:

At Hillarys Independent Primary School we are:

- **Respectful:** We show respect for ourselves, our peers, our school, our community and the environment around us.
- **Responsible:** We embrace self-responsibility and are accountable for our actions.
- **Inclusive:** We embrace individual and cultural differences and welcome and include everyone into our school community.
- **Caring:** We acknowledge each person's uniqueness and support them to meet their needs and aspirations.
- **Motivated:** We have high expectations of ourselves and others, and always strive to achieve to the best of our ability.

I invite you to become an active and supportive member of our vibrant school culture and vision.

Yours truly

Trevor Mitchell  
Principal



## OUR SCHOOL CONTACT DETAILS

|                |                                     |
|----------------|-------------------------------------|
| School         | Phone 9306 0550                     |
| Postal Address | 75 Lymburner Drive HILLARYS WA 6025 |
| Email Address  | hillarys.ps@education.wa.edu.au     |
| Website        | www.hillarysps.wa.edu.au            |
| Absence        | Via COMPASS                         |



## SCHOOL HOURS

|                         |         |
|-------------------------|---------|
| Classrooms Open         | 8:30am  |
| School Starts           | 8:45am  |
| Morning Recess Start    | 10:40am |
| Morning Recess Finish   | 11:00am |
| Lunch Start             | 12:35pm |
| Lunch Finish            | 1:15pm  |
| Kindergarten Finish     | 2:45pm  |
| School Finish PP-Year 6 | 2:55pm  |



## OFFICE HOURS

|                             |                 |
|-----------------------------|-----------------|
| Front Administration Office | 8:00am – 3:30pm |
|-----------------------------|-----------------|

## COLLECTION OF STUDENTS AT THE END OF THE SCHOOL DAY

Students must be picked up by parents or an approved person promptly at 2.45pm for kindergarten and 2.55pm for PP-Year 6. The school will contact alternate emergency contacts should a student not be collected at this time and notification has not been received. Students must leave the school site promptly at the end of the day and make their way home.

## GOVERNANCE

### School Administration and Leadership Team

The School Administration and Leadership Team guide the school operations.

The team is comprised of the Principal, Associate Principals and Manager Corporate Services.

All final decisions rest with the Principal, who is responsible for:

- The educational leadership, operation and management of the school
- Delivering education programs that meet the needs of students and are in accordance with requirements of the Curriculum Council Act 1997
- Ensuring the safety and welfare of students on school premises, and away from the school premises when on school activities, so far as can be done reasonably
- Ensuring appropriate standards of academic and non-academic achievement
- Articulating how the financial and human resources will be used to deliver the educational program
- Developing a workforce plan encompassing future need
- Compliance with all legislation

### School Board

The responsibilities of the School Board are to:

- Work within the Department of Education's relevant legislation and regulation
- Endorse and review the annual budget
- Assist with the formulation of Codes of Conduct
- Participate in a review of the performance of the school
- Create interest, within and across the community, about the school priorities
- Approve fees, charges, contributions, and items of personal use (booklists)

- Approve extra cost optional components of programs
- Approve arrangements for sponsorship or advertising
- Liaise with other committees within the school e.g., the P & C
- Hold one open meeting each year to report to the school community

The School Board does not:

- Manage the day to day running of the school
- Discuss individual issues relating to teachers, staff or parents– these are the responsibility of the Principal
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board
- Intervene in the educational instruction of students; or
- Performance manage the Principal or any staff member

*Please note: School Board training is available for School Board members.*

## COMMUNICATING AND ENGAGING WITH THE SCHOOL

### Valuing Communication

We provide opportunities for parents to connect and communicate with the school. A connected network of digital mediums enhanced by various opportunities to engage face-to-face will enhance two-way communication that is necessary between parents and the school. We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via COMPASS and notes from teachers.

### Our Communication to You

Hillarys Primary School encourages the use of emails to communicate with parents regarding important school and class information. Similarly, parents can notify the front office/classroom teacher of their child's absence from school and arrange or make an appointment to personally discuss a matter with their child's classroom teacher.

- COMPASS– Is the App for mobile devices which links to the Connection service. It allows you to receive push notifications and engage with Notices and Discussions from your child's class or school on your phone or tablet. Available for iPhone and Android.
- Newsletters, notices, policies and information, reports, attendances and awards can be accessed in a secure school specific location. Classroom teachers and Administration will use this as our primary method of communication. Please ensure that you advise us of any changes to your email address to ensure up-to-date records are kept. Your email address is used to connect you with us on the COMPASS App.
- Newsletter go out fortnightly and are sent via COMPASS. Newsletters can also be found on the school website under the Parent Information Tab.
- Formal Reports are sent home via COMPASS at the end of each semester.
- Website [www.hillarysps.wa.edu.au](http://www.hillarysps.wa.edu.au)

### Assemblies

Every year level from Pre-Primary to Year 6 leads an assembly each year. Outstanding Student Awards are presented, and items are performed by the designated class or year level. Assemblies usually take place on Friday mornings commencing at 8:45am. Parents and friends are most welcome to attend. Assembly dates can be found on COMPASS, the Term Planner, and via the school website. Teachers notify parents when their child is to be a recipient of an award and a photograph of winners are published in the newsletter. Their award can also be viewed on COMPASS.

### Graduation

In the last week of school in December, a morning ceremony is organized to enable the Hillarys Community to farewell the graduating Year 6 students and to view the presentation of the Year 6 Annual Awards.

## REPORTING TO PARENTS

At Hillarys Primary School we believe assessment and feedback is integral to the achievement of high-quality learning outcomes. We are committed to providing a clear and consistent reporting regime.

Reporting for Years K-6 includes:

- On Entry Reporting for Pre-Primary students in Term 1
- Individual parent interviews in Term 1



- Formal reports on a semester basis. The electronically generated reports provide you with your child's levels of achievement and gives you an accurate picture of performance compared to others of his/her age across the state. They also ensure that they are uniformly presented and as such provide reliable information that is portable to other schools
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5
- Families are invited to our Open Night which is generally scheduled for Term 1 or Term 2

#### Parent teacher interviews/meetings

The teachers are always available to discuss with parents any issues that may arise either with their child's schooling or general welfare.

Parents wishing to meet with teachers are requested to make an appointment at a mutually suitable time. This can be done via an email to the teacher or via COMPASS.

Appointments are necessary so that interruptions to class instruction or preparation time can be kept to a minimum as well as enabling teachers to allow adequate time for the meeting.

Teachers cannot come to the telephone during lesson times. Personal telephone numbers for teachers or students are not given out.

Interviews will be of varied types:

- Parent Teacher Interviews held as required at the request of either party.
- Interviews for those parents who wish to discuss their child's report.
- Case conferences for students who require additional educational needs. These involve the School Psychologist, Associate Principal, parent and teacher

#### Meeting the Principal

Appointments to see the Principal can be made by telephoning or calling into the office. Should the Principal not be available, the Associate Principals can discuss the matter with you.

#### ENROLMENTS

Once the office staff have confirmed eligibility to enrol at our school, the enrolment and application forms must be returned to the school office together with the following documentation:

- Birth Certificate or passport
- Medicare ACIR (Australian Childhood Immunisation Record)
- 2 documents with Proof of Address (Water or Land Rates/Lease or Purchase Agreement; a purchase or lease agreement; or WA Driver's License; or utility bills) dated within 3 months of starting
- Online permission form
- If a medical condition is listed, then an action plan is required

We request that parents please indicate the school year your child should be enrolled in. This can be done by visiting our School Year Groups Chart that is available on the school website.

It is essential that all the information on these forms is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required. If your application is successful, you will then be contacted with further details.

Further information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's "Schools and You" website.

#### Immunisation requirements

- On enrolment in kindergarten, a child must now have either:
  - an Australian Immunisation Register (AIR) Immunisation History Statement, no more than two months old with a status of 'up to date'; or
  - an AIR Immunisation History Form, no more than six months old, if the child is on a catch-up schedule; or
  - a valid immunisation certificate issued or declared by the Chief Health Officer
- Where a child does not have an 'up to date' Immunisation History Statement, exemptions because of family circumstances may apply. These exemptions are approved by the principal.
- Where a child enrolling has a Medicare number available it should be recorded at the time of enrolment

## English as an Additional Language

Hillarys Primary School, located in a thriving community that is represented by people from all over the world. If your child speaks other languages, please let the school know on enrolment. We can support your child's additional language strengths through visual prompts, short instructions and the opportunities to develop their oral language through play. It is important to continue to speak your family language(s) at home. This will assist with your child's ability to develop their English language skills as well as their development of a positive self-identity and well-being.

## Overseas Enrolment

Students born overseas must have an Australian passport or appropriate visa before applying to the school. Students who do not hold an Australian passport during the application process must present their passport and visa paperwork at the time of enrolment. Overseas or Interstate applications can be emailed to [hillarys.ps@education.wa.edu.au](mailto:hillarys.ps@education.wa.edu.au) with scanned copies of the required documents. Originals will be required to be sighted on arrival.

## Students with Special Needs

Parents of students with special needs are asked to advise the school at enrolment of any additional support required so we can meet the needs of your child.

## Student Records Information and Emergency Contact

It is important in the case of emergencies that we have up to date student and family information. If there are changes of address, telephone number, emergency contacts or medical details, please ensure that the school is notified immediately, or update on COMPASS.

## Access Rights

Parents and carers are advised that the School Education Act obliges parents to inform schools of any Family Court Orders or other orders which apply to their children. A copy of a Family Court Order must be supplied to the school so that staff are aware of family arrangements and access.

Children will only be released into the care of an adult named on the enrolment card or an adult authorised by a parent or legal guardian by written consent. Students must be signed out of the school before leaving.

## Child Health Information Needed at Enrolment

When enrolling your child, a copy of each student's immunisation records (ACIR History Statement Tel: 1800 653 809)) must be sighted by office. A child's immunisation is expected to be up to date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

When enrolling your child, you will be asked to:

- Provide a copy of immunisation records
- Complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- Complete, sign and return one or more specific health care plans if the HealthCare Summary indicates your child requires support at school
- Ensure that any medication and equipment you provide for your child is up-to-date and in good working order

## HEALTH AND SAFETY

### Informing the school of medical conditions

Please inform the school if your child has a medical condition which affects their health and wellbeing e.g., allergy to bee stings, asthma, diabetes, etc.

If your child has a Health Care Plan, please advise the school immediately so that staff training and resourcing can be arranged to support your child. Serious health conditions require a letter from a medical practitioner.

### Food allergies

The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction.

For further information, please refer to our anaphylaxis policy on our website.

### Minimising allergy risk and allergy awareness

Please DO NOT provide food for your child at school that contain nuts, as for some children this can be a matter of life or death. As a school, we minimise the risk by ensuring that:

- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible. We are a school that is allergy aware, not nut free.

### Health Care Plan

A school based Action Plan will be created for specific medical conditions. The school will issue a departmental form for parents to complete if required. When the form is returned, the plan will be created, and the necessary supports put in place.

Forms can be obtained from the school office or downloaded from the website.

### Medications

In accordance with Department of Education policy, parents requiring medication to be administered to their child at school need to complete the necessary forms at the office or via our website. When medication is required on a long term basis, the doctor's signature must be evidenced. Any changes to medication, requires alteration to these forms as they are legal instruction to those taking the responsibility for administration.

Students may not bring any medication or herbal preparations to school to self-administer from their bag. They must be given to the front office and the appropriate forms signed.

### Communicable Diseases

A confirmed diagnosis of following communicable diseases require a notification from the parent to the school and the student to stay at home:

- Chicken Pox – return to school once all blisters have crusted, usually about 10 days
- Conjunctivitis – return to school after discharge has stopped or 3 days after treatment has commenced
- Measles – return to school no less than 7 days after appearance of rash. Non-immunised students are to be excluded for 13 days following contact with infected students in their class unless they are vaccinated within 72 hours of contact
- Mumps – return to school no less than 9 days after onset of symptoms
- School Sores (Impetigo) – return to school once effective treatment has commenced and sores are covered
- Head Lice/Nits – return to school once effective treatment has commenced and head is free from eggs and lice
- Rubella (German Measles) – return to school once symptoms have subsided, usually at least 4 days after start of rash
- Whooping Cough (Pertussis) – return to school after 14 days from onset of illness or 5 days after starting antibiotic treatment
- Glandular Fever – return to school after symptoms have subsided

The school will advise parents of any cases of these diseases at school via a note home or COMPASS.

### Sickness or injury

Please do not send your child to school if they are unwell. Parents or emergency contacts will be asked to collect students who are injured or become unwell during the school day.

### Procedures for students injured at school

#### Minor Injuries

- The teacher completes a Medical Concern Form, and the injured child is assessed by a trained First Aid Officer
- Office staff will follow the instructions given by First Aid Officer and teacher
- Office staff will contact parents if required
- Child returns to class with permission of the First Aid Officer

#### Major injuries

- The teacher completes a Medical Concern Form and requests for a First Aid Officer
- The First Aid Officer will assess the student and notify office staff
- Parents or emergency contact are notified to collect their child to seek further medical consultation
- For a serious injury, the parents will be notified, and an ambulance will be called to transport the child to the hospital
- Medical Concern Forms are filed at the office

### ATTENDANCE

Parents and carers are legally required to send students to school every day. Absence impacts the child's learning, self-confidence and social engagement. The loss of learning is demonstrated in the table below – even one day a week makes a difference to educational outcomes.

If your child is absent for any reason, please tell the administration at the school, or explain the reason by email [hillarys.ps@education.wa.edu.au](mailto:hillarys.ps@education.wa.edu.au), via COMPASS, or by phone 9306 0550.



Attendance records are kept as per department policy and any absence will be recorded as an unauthorised absence unless parents provide a reason for the absence. Families should try to arrange travel during school vacations as they are recorded as 'unauthorised vacations'.

| IMPACT OF ABSENTEEISM ON EDUCATIONAL OUTCOMES |                          |                   |                         |                              |
|---|--------------------------|-------------------|-------------------------|------------------------------|
| If your child misses...                       | Each year that equals... | or...             | Kindy to Year 12 equals | The same as attending until: |
| 1 day per fortnight                           | 20 days                  | 1 month per year  | nearly 1 ½ years        | Year 11                      |
| 1 day per week                                | 40 days                  | 2 months per year | over 2 ½ years          | Year 10                      |
| 2 days per week                               | 80 days                  | 4 months per year | over 5 years            | Year 8                       |
| 3 days per week                               | 120 days                 | 6 months per year | nearly 8 years          | Year 5                       |

## CONTRIBUTIONS AND CHARGES

### Voluntary Contributions

The annual Voluntary Contribution at Hillarys Primary School (endorsed by the School Board) is \$60.00. It is an important part of our school's budget and contributes directly to supporting the learning environment, as well as purchasing resources for your child's education.

### Additional charges

A breakdown of estimated charges for your child's education are included in the schedule below. The charges are indicative only and represent the maximum amount allowed. Students will only incur costs if they are involved in the activity described. You will be asked to make payment before each activity.

#### Note:

- Musical instrument hire may be applicable for selected Year 5 and 6 students.
- Parents/guardians will be advised well in advance if the maximum might be exceeded.
- Payment of the Contribution may be made via credit card on COMPASS

| Item                           | K  | PP | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|--------------------------------|----|----|--------|--------|--------|--------|--------|--------|
| Incursions                     | 60 | 70 | 70     | 70     | 70     | 70     | 70     | 70     |
| Excursions                     | 60 | 90 | 90     | 90     | 90     | 90     | 90     | 90     |
| Interschool Sport              |    |    | 50     | 50     | 50     | 50     | 50     | 50     |
| Interm Swimming                |    | 80 | 80     | 80     | 80     | 80     | 80     | 80     |
| Dance/GYM/Yoga                 | 80 | 80 | 80     | 80     | 80     | 80     | 80     | 80     |
| Year 6 Farewell Activities     |    |    |        |        |        |        |        | 80     |
| Year 6 Graduation Jacket/Shirt |    |    |        |        |        |        |        | 100    |
| Year 6 Camp                    |    |    |        |        |        |        |        | 500    |
| Year 6 Surfing                 |    |    |        |        |        |        |        | 170    |
| PEAC/EYES                      |    |    | 50     | 50     | 80     | 80     | 300    | 300    |
| Instrumental Music             |    |    |        |        |        |        | 120    | 120    |
| Swimming Squad/Carnival        |    |    |        |        |        | 70     | 70     | 70     |
| Choir                          |    |    |        |        | 50     | 50     | 50     | 50     |
| Special Activities             | 50 | 50 | 50     | 50     | 50     | 50     | 50     | 50     |
| School Photos                  | 80 | 80 | 80     | 80     | 80     | 80     | 80     | 80     |

## DRESS CODE AND UNIFORMS

The Hillarys Primary School dress code has been established by the Board so that our students have a sense of identity and pride in our school. By wearing the uniform, students to enhance the public image of the school, assist in building school and team spirit, encourage equality and ensure students are safely and appropriately dressed.

Acceptance of enrolment at Hillarys Primary School is on the basis that the student will dress in accordance with the Hillarys Primary School dress code when attending school or when under the authority of the school. Once a student is allocated a faction, they may wear their faction shirt on nominated days, including sports carnivals and physical education lesson days.



Free dress days for fund raising purposes are at the discretion of the school administration. Students are expected to dress in acceptable clothing on these days.

Exceptions to the school dress code may be given on an individual basis on medical or religious grounds after consultation with the school administration.

Uniforms can be purchased from LOWES Joondalup. Our uniform prices are available on our website.

| The School Uniform for Kindy to Year 5  |  |   |
|---|--|---|
|    |    |    |
| <b>Polo Shirt</b>   | <b>Polo Dress</b>  | <b>Zip Jumper</b>   |
|  |  |  |
| <b>Shorts</b>   | <b>Skort</b>   | <b>School Bucket Hat (all years)</b>  |
| Year 6  |  |   |
|  |  |  |
| <b>Graduation Shirt</b>   | <b>Graduation Jacket</b>   | <b>Library Bag (all years)</b>  |

| OUR FACTIONS  |  |   |
|---|--|---|
| DAMPIER   | LOCKYER  | PELSAERT  |
|  |  |  |

### Additional uniform guidelines

|   |
|---|
| Footwear  |
| Closed toed shoes, sneakers or gym/sport shoes.<br>Plain coloured low sandals strapped to the foot (may be worn in summer, but not during Physical Education lessons or sport). |
| Jewellery   |
| Jewellery is not safe or acceptable unless it is a plain stud or small sleeper earrings   |
| Hair and Make Up  |
| Make-up is not acceptable<br>Neutral or clear nail polish may be worn<br>Hair is to be tied back if reaching shoulders or covering the face                                     |
| Hat policy  |
| Students who do not wear their hat at school are unable to participate in outdoor activities and breaktimes. They must remain in a covered area as directed by staff.           |

### SOCIAL and EMOTIONAL WELLBEING





Hillarys Primary School is committed to providing a safe, caring, and supportive environment for all members of the school community. Everyone is expected to treat others with consideration and respect, behave safely and responsibly, and take care of property and the school environment.

#### Zones of Regulation and behaviour management

Zones of Regulation is a whole school program which is explicitly taught and used throughout the year. This program is designed to foster self-regulation and the skills underpin our social and emotional learning. It also supports our whole-school behaviour management strategy which is based on departmental guidelines and our Positive Behaviour Expectation matrix.

The ZONES of Regulation® Reproducible E The Zones of Regulation Visual

## The ZONES of Regulation®

|   |  |  |  |
|---|--|--|--|
|  |  |           |     |
| <b>BLUE ZONE</b><br>Sad<br>Sick<br>Tired<br>Bored<br>Moving Slowly                  | <b>GREEN ZONE</b><br>Happy<br>Calm<br>Feeling Okay<br>Focused<br>Ready to Learn      | <b>YELLOW ZONE</b><br>Frustrated<br>Worried<br>Silly/Wiggly<br>Excited<br>Loss of Some Control | <b>RED ZONE</b><br>Mad/Angry<br>Terrified<br>Yelling/Hitting<br>Elated<br>Out of Control |



| Hillarys Primary School  |   |   |   |
|--|---|---|---|
| POSITIVE BEHAVIOUR EXPECTATIONS MATRIX   |   |   |   |
| <i>Informing staff, and guiding behaviours to be taught across all year levels</i>   |   |   |   |
|  | RESPECT   | RESPONSIBILITY  | CARE  |
| EVERYWHERE ALL THE TIME  | Use manners<br>Respond politely when someone greets you<br>Celebrate successes and differences<br>Be accepting of other people's ideas                            | Take responsibility<br>Be honest<br>Look for solutions<br>Be prepared to negotiate<br>Act in a safe way<br>Listen actively<br>Walk through school buildings and on paths  | Be supportive<br>Be kind and considerate<br>Co-operate and collaborate<br>Help others in need   |
| LEARNING SPACES  | Respect teachers and other adults in the classroom<br>Wait for your turn to speak<br>Use kind hands and feet<br>Use whole body listening<br>Allow others to learn | Follow class rules<br>Participate<br>Keep equipment organised and ready<br>Wait for, listen to and follow instructions<br>Use technology safely and appropriately<br>Stay out of classrooms during breaks   | Speak kindly<br>Encourage classmates<br>Look after personal property<br>Take care of school property<br>Handle devices appropriately and with care  |
| BEFORE AND AFTER SCHOOL  | Walk bikes, skateboards and scooters through the school grounds<br>Be punctual<br>Put bags and belongings in the appropriate places                               | Be safe and responsible when arriving and leaving the school grounds<br>Before 8:15am: Sit with a parent or go to the assembly area<br>After 8:30am: Go into class<br>Use the crosswalks<br>Stay out of the carparks  | Treat the school grounds with care  |
| INCURSIONS AND EXCURSIONS  | Listen attentively to guests, presenters and hosts<br>Follow the rules of the places you are visiting   | Represent the school with pride<br>Stay in allocated groups and areas<br>Listen to and follow instructions  | Look at and listen to performers<br>Clap appropriately after performances and achievements  |
| SCHOOL GROUNDS   | Play games to the agreed rules<br>Play fairly<br>Walk quietly around the school buildings   | Sit to eat or drink in eating areas<br>Wait to be dismissed from the eating area at lunchtime.<br>Put rubbish and recycling in the correct bins<br>Play in the designated areas<br>Move around the school safely<br>Use hands, feet and objects safely<br>Find a duty teacher if needed | Wear a hat, or sit under the eaves during lunch and recess<br>Look after personal property<br>Model correct behaviour to peers<br>Use equipment as it is meant to be used<br>Return equipment after use |
| <p>Our expectations are summarised for the students in the Hillarys Primary Code of Conduct/School Rules</p> <p>We treat others with consideration and respect.<br/>We behave safely and responsibly.<br/>We are always in the right place at the right time.<br/>We take care of property, equipment and the school environment</p> |   |   |   |

### Prevention and management of bullying

Please download anti-bullying brochure from our website. They are also available at the front office.

### CURRICULUM AREAS

#### Core subjects

##### English

Students learn about the English language through the W.A. Curriculum for English strands of Language, Literature and Literacy. It helps create confident communicators, critical and creative thinkers and informed learning. The study of English helps young people develop the knowledge and skills needed for education, training, and the workplace.

Hillarys use the Seven Steps Writing program to develop their writing skills. Literacy Pro and Reading Eggs are digital programs used across the school and at home to develop comprehension skills. Students from Year 2-6 participate in the school's "Speak Up" program which develops speaking and listening skills. Book Week in Term 3 and other literary activities throughout the year provide opportunities to engage with a whole school literacy focus.

##### Mathematics

The W.A. Curriculum for Mathematics provides students with essential learning and skills in Number and Algebra, Measurement and Geometry, and Statistics and Probability.

Hillarys Primary combines an explicit teaching model whilst fostering critical thinking using a problem solving approach to learning. All students participate in the weekly Maths Challenge which aims to improve accuracy and speed in fact recall. Mathematics and Maths Seeds, digital platforms, are used across the school and home to promote engagement.

## Science

The W.A Curriculum which provides opportunities for students to develop Science understanding, inquiry skills and the nature and development of Science as a human endeavour. The four focus areas are biological, chemical, earth and space, and physical sciences. Students at Hillarys Primary learn through inquiry-based activities taught by specialist science teachers.

## HASS

In the Western Australian Curriculum, the Humanities and Social Sciences (HASS) learning area comprises four subjects: Civics and Citizenship, Economics and Business, Geography and History. The Aboriginal Cultural Framework and aboriginal perspectives are embedded into our learning programs.

## Health and Physical Education

In the Western Australian Curriculum, Health is divided into personal, social and community health, and movement and physical health. This area of the curriculum is delivered by class teachers and a Physical Education specialist. In-term swimming classes are conducted annually for children from Pre-primary to Year 6 by trained Swimming Teachers not attached to our school. The Department of Education conducts swimming lessons for all students during school time. Instruction is free, but payment is required for bus transport and pool admission in years PP-4. Students in Years 5-6 do swimming lessons at the beach. Children are strongly encouraged to attend these important lessons in life skills.

## Specialist subjects

Teachers with specific skills and additional training teach Music, Art, Science, Physical Education and Languages (French) at Hillarys Primary School. They also create wonderful opportunities for students beyond the curriculum with whole school activities and special events.

## OTHER POLICIES

### Bringing valuable items to school

Children should not bring valuables, jewellery, or unnecessary money to school. Children are only permitted to bring along a special toy or object for specific purposes. The school will not take responsibility for the loss or breakage of valuable items.

### Mobile Phones

Mobile phones and other electronic devices (including smart watches) should be on flight mode and kept at the front office for the day unless the student has been granted an exemption from the principal. All communication between parents and students, during school hours, should occur via the school office. Please refer to the policy on our website.

### Publications of Images and work

The Department of Education's Information Privacy and Security Policy requires the school to have parental/guardian permission before using visual images of students, such as photographs, inside or outside the school environment.

## SCHOOL GROUNDS

### Parking

Parking bays are provided in Lymburner Drive for parents to wait for their children. The following parking areas are **out of bounds** to parents:

- Staff car park
- On the verge of private homes
- In areas on the road marked with yellow lines.

Parking illegally may result in infringement notices being issued by the City of Joondalup. Always observe the **40kph** speed limit in school zones.

### Bike/Scooter Riding

Primary School promotes road safety guidelines ensuring our students arrive to school and home safely. We strongly recommend that children under the age of 10 years ride to school in the company of an adult. Students must wear helmets. It is not recommended that skateboards are ridden to school. Bikes and scooters must be walked within the school grounds and surroundings footpaths.

### Dogs

Dogs are not permitted on the school grounds, even on a leash unless organized by a staff member for a class activity.

**Update required Dec 2024**



