



# 2020 STUDENT HANDBOOK

## ***VISION & MISSION STATEMENT***

**Tammin Primary School is a pivotal point in our community that fosters a positive and safe learning environment where everyone looks after each other; feels respected, understood and encouraged to become strong active participants in the community.**

At Tammin Primary School we ensure our students achieve positive social and academic skills and knowledge with high expectations of achievement by:

- ♦ Showing RESPECT for all
- ♦ Promoting RESILIENT behaviours (withstand or recover quickly from difficult conditions)
- ♦ Strengthening feelings of SELF-WORTH through INCLUSIVE practices
- ♦ COMMUNICATING positively and CONSTRUCTIVELY with others
- ♦ Providing a MOTIVATING and STIMULATING learning and work environment
- ♦ COLLABORATING between parents, students and staff

*Our mission is to INSPIRE others to become RESOURCEFUL and INFORMED citizens who CONTRIBUTE POSITIVELY to a changing world.*

**Tammin Primary School**

**Ridley Street**

**Tammin WA 6409**

**Ph (08) 9637 1051**



## **2020 Staff List**

### **Principal**

Mrs Marita Henry

### **Manager Corporate Services**

Mrs Lisa Mackin (M/T)

Mrs Caroline Bradley (W/Th)

### **Teachers**

Mrs Sarah Haythornthwaite

Mrs Ebony Syred

Miss Emma De Cinque

Mrs Jayne York

Mrs Rosalie Packham

### **AIEO**

Ms Narelle Robinson

### **Education Assistants**

Mrs Jaye Dixon

Mrs Lee Constantine

Mrs Char Thomson

Mrs Natalie Mackin

### **Library Officer**

Mrs Char Thomson

### **Gardener**

Mrs Karen Dyer

### **Cleaner**

Mrs Karen Dyer

# TAMMIN PRIMARY SCHOOL

## SCHOOL OVERVIEW

Tammin Primary School is located 180 kilometres east of Perth and is part of the Wheatbelt Education Region and the Avon Schools Network. Our school first commenced in 1900 and was established in its current location in 1969. Our school has experienced an average enrolment of 60 over the past five years with students from Kindergarten to Year 6. The school currently has a three class configuration. We are proud of our friendly and caring environment where we build lifelong learners. Our student population consists of families located both in the town site and further afield in the shire, the latter being serviced daily by two school bus routes.

Our school provides educational programs that cater for each student's individual strengths and interests whilst maintaining strong links with parents/caregivers and our wider community.



## **Information Booklet**

This booklet should provide most of the information required for the commencement of the school year. It should be kept as a handy reference throughout the year. Regular newsletters will keep you informed of any changes in the school's organisation and procedures. Information is also available on the school website [tamminps.wa.edu.au](http://tamminps.wa.edu.au). The website is updated regularly.

### **2020 Gazetted Term Dates**

#### **First Semester**

##### **Term 1**

**Monday 3 February—Thursday 9 April**

##### **Term Break**

**Friday 10 April—Monday 27 April**

##### **Term 2**

**Tuesday 28 April—Friday 3 July**

##### **Term break**

**Saturday 4 July—Sunday 19 July**

#### **Second Semester**

##### **Term 3**

**Monday 20 July—Friday 25 September**

##### **Term Break**

**Saturday 26 September—Sunday 11 October**

##### **Term 4**

**Monday 12 October—Thursday 17 December**

### **2020 Staff Professional Development Days as determined by school council**

**Friday 29 May (Term 2)**

**Monday 20 July (Day 1, Term 3)**

**Monday 12 October (Day 1, Term 4)**

### **2020 Gazetted Public Holidays within the school term**

**Labour Day Monday 2 March**

**Good Friday Friday 10 April**

**ANZAC Day holiday Monday 27 April**

**Western Australia Day Monday 1 June**

### **SCHOOL SESSION TIMES**

#### **Kindergarten**

##### **SEMESTER ONE**

**Monday/Wednesday**

**8.50am – 3.05pm**

##### **SEMESTER TWO**

**Monday/ Wednesday/ Thursday**

**8.50am-3.05pm**

**Pre-Primary and Primary: Monday - Friday 8.50am – 3.05pm**

**SCHOOL TIMES: Friday is early close for all students. School finishes at 2.35pm.**

Classes commence	8.50am	
Morning recess	11:00am-11:20am	
Lunch	1.00pm-1.35pm	
Classes finish	3.05pm	Every Friday 2.35pm



## ***SCHOOL CONTRIBUTIONS AND CHARGES***

The school contributions and charges sheet is sent home in November each year. Voluntary contributions are payable from the commencement of the school year and cheques should be made payable to TAMMIN PRIMARY SCHOOL. The consideration of parents in supporting the schools need for finances is very much appreciated and early remittance will ensure satisfactory budgeting for the academic year. A register is kept of all contributions made and receipts are returned and should be kept for taxation purposes.

## ***SCHOOL COUNCIL***

In accordance with Department guidelines, Tammin has an active School Council who play a major role in the strategic planning and discretion of the school. This decision making body enables all stakeholders (parents, staff, students and community members) to have input into the major decisions that are made and guide the school with new policy development.

The council is formed with the fundamental purpose of enabling parents and caregivers and members of the community to engage in activities that are in the best interests of the students and will enhance the education provided by the school.

### ***Council has the following powers and duties:***

- Establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- Planning of financial arrangements;
- Evaluating the school's performance in achieving them;
- Formulating codes of conduct for students;
- To promote the school in the community;
- To approve charges, contributions and personal items lists.

### ***Council cannot:***

- Intervene in the educational instruction of students;
- Exercise authority over teaching staff or other persons employed at the school;
- Intervene in the management or operation of a school fund.

## ***THE PARENTS & CITIZENS ASSOCIATION***

The Parents and Citizens Association is affiliated with the Western Australian Council of State School Organizations (WACSSO). For 2020, the executive consists of the President, Secretary, Treasurer and one more. For any information on the Tammin P & C Association please contact the current President, Mr Glen Bradley.

## ***SCHOOL DRESS CODE***

The Education Act states that the school community can now determine school policy which defines a compulsory school uniform. The wearing of a school uniform has many advantages, including:

- it helps to alleviate peer pressure about what is worn
- it is less expensive
- it reduces faction competitiveness
- it enhances the public's image of our children & State Schools
- it has a positive impact on a student's self esteem
- it enhances a student's sense of belonging and pride in the school community
- it is an useful means of identifying whether an individual on school grounds has a right to be there

Department of Education policy states that students do NOT wear denim and thongs are not permitted. Tammin Primary School has a Student Presentation Code as endorsed by our school council. A copy of this code is attached.

### ***Tammin Primary School uniform***

***Please ensure that all clothing is clearly marked***

<b>Summer Uniform Boys</b>	<b>Summer Uniform Girls</b>	<b>Winter Uniform</b>	<b>Sports Uniform</b>
Royal Blue shorts	Royal blue shorts/skorts or Blue/red/white tartan design skirts or dresses	Royal blue track pants Royal Blue windcheater/jacket with Tammin crest	Royal Blue shorts
Red & blue polo style shirt with Tammin crest	Red & blue polo style shirt with Tammin Crest	Red & blue polo style shirt with Tammin Crest	Faction T-Shirt or polo in either red or royal blue
Suitable footwear	Suitable footwear	Suitable footwear	Suitable footwear

Exemptions from this policy must be negotiated with the school administration. Students unable to wear uniform on a particular day must bring a signed note from parents.

School uniforms are available to be purchased via the school. Please see the office staff or Lee Constantine, uniform rep, for more information or to purchase uniforms.

The Kindy children have the opportunity of wearing the school uniform. Although this is not compulsory, we would encourage the children to wear the school uniform as this is an economical way of clothing your child for Kindy. If all of the children are in uniform it will add to the unity of the school.

It is acceptable for ear studs, sleepers and watches to be worn to school.

### **HATS**

Tammin Primary School is a Sunsmart School. The school has a **“no hat, play in the shade”** policy all year around. All students must wear a broad brim hat when outside. Caps are not permitted. Students not wearing hats will not be permitted to leave the cover of the veranda or undercover area. At the commencement of the year all new students are provided with a school hat. After that, school hats can be purchased from the office for \$15.00. Sunglasses may be worn. Students are responsible for the care of their own property.

### **FOOTWEAR**

The minimum requirement is sandals or sports shoes. Thongs are unsuitable and **bare feet** are strictly forbidden. Parents are asked to provide students with a sports shoe when participating in Physical Education as boots and sandals do not provide appropriate support during vigorous activity.

### **PHYSICAL EDUCATION**

All students are expected to participate and will be exempt only on the presentation of a medical certificate or a written letter by the parent or guardian. New students will be allocated to factions at the beginning of the school year.

**Factions are:-**

Red  
Blue

**ALL students are expected to participate actively in sporting and swimming carnivals.**

## ***DROPPING OFF AND COLLECTING STUDENTS***

- Kindergarten children are required to be collected directly from the classroom if they are not catching the bus. (Parking on Booth Street please)
- Booth Street can be used as drop off and pick up areas.
- **Redmond Street is strongly discouraged**, as this road is busy at these times with buses possibly obstructing student's vision if they need to cross the road.
- Parents are reminded that ANY changes to student pick-up or drop-off arrangements need to be communicated by the parent or caregiver via the student diary, SMS (0437 416 596), email (tammin.ps@education.wa.edu.au) or the office. We understand that plans do change but we cannot accept the word of students to change pick-up/home time arrangements or bus changes. We can no longer accept requests from parents or caregivers changing the pick-up arrangements or bus changes for children other than their own. If there is no written or verbal communication from a parent or caregiver changing arrangements for their own children then:
  - Bus children will be sent home on the bus as usual.
  - All other children will be kept in the school office until their parent or caregiver has been contacted.
  - It is the responsibility of the parent or caregiver to notify the bus driver of any changes to bus pick-up or drop-off.

## ***LEAVING SCHOOL GROUNDS/LUNCH PASSES***

Since the school is responsible for a student's welfare when in attendance, the students must bring a signed note from a parent or guardian and seek permission from the administration before leaving the school premises during the day.

## ***STUDENTS ARRIVING LATE TO SCHOOL***

Students arriving late for school must check into the front office where they will be signed in and will be given a late note to take to class.

## ***ATTENDANCE***

**Attendance is compulsory for all primary students from Pre Primary to Year 6. Regular attendance at school is fundamental to your child's learning. Consistent attendance and participation are essential for your child's social and academic learning.**

As parents or legal guardians of an enrolled child, you are responsible under the *School Education Act 1999* to ensure the attendance of your child at school every day. It is important to assist your child's achievement and learning by making regular school attendance a priority in your child's life.

The Department of Education's Student Attendance Policy requires parents/guardians to provide an acceptable explanation to the school principal for any absence of their children.

Principal must authorise all absences. The act defines health, religious and cultural observances as reasonable cause for a school absence and the absence would be recorded as 'authorised' by the principal.



As parent/guardian you must obtain the principal's approval for any planned absence.

An absence from school requires an explanation within three days of the student's absence. This notification can either be in the form of a written note, SMS messaging or verbal contact.

Tammin Primary School has an SMS service. In the event of an unexplained absence you will be sent an SMS message at 10.45am on the morning of the absence seeking an explanation for your child's absence from school. If there is no response to the SMS message, you will be contacted by phone. **The number for SMS communication only is 0437 416 596.**

If a student's absence is not explained you will be contacted and asked to explain the absence. If a student is deemed 'at risk' through non-attendance a parent interview will be requested.

#### ***RECESS, LUNCHES AND CRUNCH AND SIP***

Recess is held from 11:00am to 11.20am and is consumed in the quadrangle area. Children are required to sit and eat their recess from 11:00am until 11:05am. Children then have playtime until 11.20am.

Tammin Primary School is a Crunch and Sip school. At 10.00am each day children have a 5 minute break to enjoy a healthy snack and drink. Please send a serve of fruit or vegetables for your child every day. Fruit juice or water are acceptable drinks for crunch and sip. Crunch and Sip is a nutritious break designed to assist physical and mental performance and concentration in the classroom.

Lunch is eaten in the quadrangle area between 1.00pm and 1.10pm and is supervised by duty staff. In first semester Kindergarten children follow an adjusted timetable but still require recess, Crunch and Sip and lunch.

Please label all lunch boxes and drink bottles very clearly with your child's name.

We are a **NUT AWARE** school. We strongly request that parents do not send any food or snacks to school that contain nuts or nut products. (including Peanut Paste and Nutella etc.)

Please refer to ALLERGIES for further information. As we are **NUT AWARE**, sharing of food is strictly discouraged.

Lunch orders are provided by the Tammin Roadhouse on **Monday and Thursday** only. All orders must be placed through the office. Lunch bags are supplied by the school.

## ***BULLYING***

Bullying is a wilful, conscious desire to hurt, threaten, frighten, intimidate and psychologically disturb others. We follow Education Department policy and staff will follow classroom management procedure. **ALL** incidents of bullying will involve administration and parent notification.

This behaviour will **NOT** be tolerated at Tammin Primary School.

## ***SCHOOL REPORTS***

Reporting to parents is a vital part of developing and maintaining the partnership between the school and parents, as it provides a basis for dialogue. We will provide regular reports on student achievement throughout the year. Typically we provide a formal written report twice a year, but in addition it is important that we establish an ongoing and less formal process for communicating with you as parents, using a range of strategies, such as interviews, phone contact and portfolios.

## ***MONEY, VALUABLES AND TOYS***

Parents are urged **not to allow** their children to bring toys, large amounts of money or valuables (including MP3 players, computer games and CD's) to school. No responsibility can be accepted for valuables lost or stolen which are not in a teacher's **direct** care. Students are encouraged to have their news items stored in the office when not needed in class.

## ***MOBILE PHONES/SMART WATCHES***

In accordance with Department of Education policy mobile phones and/or smart watches are not permitted to be used from the time they enter school grounds to the conclusion of the school day. Students are discouraged from bringing mobile phones and/or smart watches to school. If a child needs to bring their phone and/or smart watch to school they **MUST** hand the phone and/or smart watch to the front office before school for safe keeping and collect it at the end of the school day. The front office has a mobile phone/smart watch register. Students caught with a phone and/or smart watches in their possession will have them confiscated and their parents will be required to come to school and collect the device.

## **HOMEWORK**

Homework should be structured and purposeful, to fit a time frame so children can relax, play and participate in other family commitments.

The aims of homework are:

To read widely and on a regular basis

To practise a skill that has already been introduced at school

To reinforce that which is already known

To enable completion of unfinished class work

Homework activities may include;

Nominated oral reading

Relaxation reading

A set activity to consolidate a skill introduced at school

Completion of work

Information and material collection

For more information on this please speak to your child's class teacher.

## ***CONTACTING TEACHERS/STAFF***

If you wish to have an interview with the teachers or administration please ring the school office to make an appointment or communicate directly with your classroom teacher via your child's diary. On making an appointment with a teacher or the Principal you will be asked to state the time that you are available and also the nature or main discussion point of the appointment. Each teacher has time available for duties other than teaching and it is appropriate to use this time for this task.

## ***LOST PROPERTY***

Each year the school collects a considerable amount of lost property. All clothing should be marked **clearly with the student's name**. All clothing not claimed by the end of each term will be taken to the Cooina Centre. A lost property box is located in the school and all parents are welcome to check for lost items.

## ***WEEKLY BULLETIN***

A weekly bulletin will go out usually each Tuesday in hardcopy and is available to view on the school website. These newsletters contain a variety of information and forms. Please read carefully and return slips when requested.

## ***SCHOOL RULES***

These rules support the rights and responsibilities of all members of our school community. They are for the purpose of defining boundaries of student behaviour.

### ***Students are to:***

- Arrive at school no earlier than 8.30am (negotiable) and not leave the school grounds without permission from the Principal or designate or upon presentation of a note from the student's parent
- Be polite at all times to all students and staff and display a positive manner
- Respect the rights and property of all students and staff
- Behave in a positive way that protects the safety and well-being of others
- Always be honest with your dealings with students and staff
- Always wear an appropriate hat when playing outside. Those without a hat must stay in the undercover area or on the verandas
- Be seated undercover when eating or drinking
- Only enter or remain in a classroom during non-teaching time, when a teacher is present
- Place all litter in the bins provided and keep the school environment neat, tidy and secure
- Walk sensibly on pathways and verandas around the school
- Play passive games in the undercover area
- Always stay on the school grounds
- Only enter and remain on the school grounds during school hours or for school approved activities
- Ensure that personal play items are not brought to school. Do not bring such things as bubble and chewing gum.

## ***SCHOOL BEHAVIOUR MANAGEMENT***

Positive behaviour(s) are rewarded through praise, stickers and merit certificates.

Each class has a clear set of rules and consequences of which all students are made aware.

All students are required to abide by the school behaviour management policy. Parents will receive a copy of their child's classroom rules at the beginning of the school year.



Office staff will only administer prescribed medication where there is a written agreement between staff, parents, students, and the principal and where written instructions from the prescribing doctor have been provided by the parent. All staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to school.

Minor bumps, bruises and feeling unwell will of course be treated at school. Teachers are not able to administer prescribed medication.

**INFECTIOUS DISEASES**

For all the diseases listed below please keep your child home from school. Re-admit your child once a medical certificate of recovery is obtained or on complete subsidence of the symptoms.

- Chicken Pox- Re-admit when sufficiently recovered (notify Health Department)
- Measles-Medical certificate (notify Health Department)
- Hepatitis-Medical certificate (notify Health Department)
- Measles-Medical certificate (Students not immunised against measles will be excluded from school)
- Pediculosis (Nits or Eggs of Head Lice) A note including treatment options will be sent home at the end of the day with your child. Students must be treated before being allowed back to school. In accordance with department policy staff can be authorised by the Principal to check children for eggs if it is suspected a child may have head lice
- Ringworm-Medical certificate
- Rubella (German Measles)-Medical certificate (notify Health Department)
- Scarlet Fever-Excluded from school until effective treatment has been initiated
- Whooping Cough-Medical certificate (notify Health Department)
- Conjunctivitis-Excluded from school until effective treatment has been initiated
- Impetigo (School sores)-Medical certificate

The Department of Education supports the Health Department of WA in ensuring that children entering school are fully immunised. Children who are not fully immunised have a high risk of contracting serious infectious diseases. Children commencing school should already have received their measles and mumps vaccine and their booster for protection against diphtheria, tetanus and polio.

It is most important that your child has these booster immunised BEFORE commencing school early in the first term. It is policy that a record is kept of your child's immunisation and a copy is placed on your child's school records.

**SCHOOL COMMUNITY NURSE**

The Community Health Nurse visits the school on a regular basis to check students' hearing and vision. The Community Health Nurse will also attend the school for growth and development matters with the senior students.

### ***MEDICAL UPDATES***

Upon enrolment of your child, you would have completed a medical details form. We urge parents and caregivers to notify the office immediately of any changes to your child's medical records so they can be updated.

### ***CYCLISTS—RIDING BICYCLES OR SCOOTERS TO SCHOOL***

Students are welcome to ride their bicycles to and from school. Children **MUST** wear a bicycle helmet of approved design when riding their bicycle or scooter. Make sure your child can ride safely and knows the road rules before allowing them to ride to school. Bicycle parking is provided on the northern boundary of the school. All bikes should be secured with a lock and chain. The school cannot accept any responsibility for the loss of any possessions. Bicycles are not to be ridden on school grounds.

### ***OCCASIONAL BUS TRAVEL***

Any student that wishes to travel on a school bus other than their own, or a student who would not regularly travel on a bus, must provide parental permission and present it to the front office. Bus drivers must **ALWAYS** be notified by parents of any changes to pick up or drop off arrangements.



## STUDENT PRESENTATION CODE

- Promote the positive appearance of the school by keeping the school free of litter, keeping work areas tidy, keeping bicycles placed orderly in the racks and respecting the work of the gardener and the cleaners.
- Be courteous and co-operative in seeking the most educational value for all students from experiences offered through the school.
- Put full effort into their learning program.
- Inappropriate or offensive wording or design will not be permitted on any clothing worn to school.
- No visible jewellery except studs or sleeper earrings and a watch.
- Hair longer than shoulders must be tied back at school.
- Make up not to be worn. (Students will be required to remove make up at school and parents will be notified.)
- Only colourless nail polish to be worn.
- Closed in shoes (sneakers, sandals, flat shoes) must be worn at all times.  
**Thongs are not to be worn.**
- School uniform is to be worn at all times. No denim.



# TAMMIN PRIMARY SCHOOL CODE OF CONDUCT

As integral members of our school  
you can support our endeavours to develop  
your child by:

- supporting your child's learning at school;
- contributing positively to the school in ways that reflect your  
interests, skills, experiences and capacity;
- respecting & supporting school policy & guidelines;
- working collaboratively with teachers and staff;
- respecting the skills, knowledge & experience of school  
leaders and teachers;
- supporting your child's consistent & punctual attendance at  
school;
- contributing to a culture where privacy & confidentiality are  
assured;
- contributing to a safe school environment;
- acknowledging & supporting the School Council & P&C.







# Communication Tools

we use to inform you

PARENT/TEACHER MEETINGS

ASSEMBLIES

NEWSLETTERS

EMAILS & SMS & website

Reports & Portfolios

SPECIAL EVENTS

STUDENT DIARY

SCHOOL HANDBOOK

CLASSROOM INFO  
LETTERS

ENROLMENT UP-DATES



# Communicating with My School



## Making Contact

We communicate with you about your child with the following communication tools:

- Parent/teacher meetings;
- Whole school assemblies;
- Newsletters (fortnightly);
  - Emails & SMS;
- Student Reports and Portfolios;
  - School website;
- Invitations to parents to special events;
  - Parent learning events;
- Student communication diary;
  - School handbook;
- Classroom information letters;
- Enrolment information up-dates;
  - Noticeboards;
- External community newsletter.

### How do I contact other staff at school?

If you have a concern or wish to discuss an issue regarding a situation which may affect the whole school, your child's wellbeing or relates to a school policy matter:

- make an appointment to see the Principal;
- provide a brief outline of the items you want to discuss;

## Parent/Teacher meetings

### Why do we have Parent/Teacher Meeting?

- To inform you of your children's progress at school;
- To inform teachers how children are coping outside school;
- To establish an on-going relationship between home and school;
- To help children realise that home and school work together for their benefit.

### How do I request a Parent/Teacher Meeting?

When you wish to discuss your child's learning with your child's teacher you should:

1. contact the teacher via;
  - school office or;
  - student diary or;
  - one-on-one.
2. provide a brief outline of the items you want to discuss;

## Having problems?

### What do I do if an issue arises between my child and another family?

Such matters must be addressed to the Principal as soon as possible.

No parent has the right to approach children of other families or their parents with a school related or non-school related issue whilst on school grounds.

### What do I do if I have a communication breakdown with my school?

If communication breaks down or an issue is unable to be resolved, the Department of Education has a grievance policy in place to address these concerns. This policy is available at the front office or can be accessed on the Department of Education web site:

<http://det.wa.edu.au/standardsandintegrity/detcms/navigation/complaints-management/information-for-parents/>

**TPS Contact List**

School phone 96 371 051  
Email: [tammin.ps@education.wa.edu.au](mailto:tammin.ps@education.wa.edu.au)  
Website [www.tamminps.wa.edu.au](http://www.tamminps.wa.edu.au)

**Administrative Staff**

Mrs Marita Henry – Principal (email: [tammin.ps@education.wa.edu.au](mailto:tammin.ps@education.wa.edu.au))

Mrs Lisa Mackin or Mrs Caroline Bradley - MCS (email: [tammin.ps@education.wa.edu.au](mailto:tammin.ps@education.wa.edu.au))

Monday-Thursday

**Office Hours: 8.00am to 3.30pm Monday to Friday**

**The office will not be attended by MCS on Friday's.**

