

2025

Parent Information Book

Primary School Years 1-6



Kingston Primary School Website: <https://Kingstonprimary.wa.edu.au>

Facebook page: <https://www.facebook.com/kingstonprimaryschool>

Schoolzine (SZ) App on your smartphone. Code:5810

Welcome to Kingston Primary School.

We are a proud school community in the suburb of Australind in the South West Education Region. We opened our doors in 2009 and grew steadily for many years. In 2024, approximately 600 students from kindergarten to year six attended our school.

Kingston Primary School has been a significant hub of our local community for many years and continues to do so today. Our school has excellent facilities and a very hard working team of staff who all want the absolute best for our students. In 2025, we expect to have between 70 and 80 full time and part time staff including teachers, education assistants, administration staff, cleaners and grounds staff.

We have 25 classes in 2025 from Kindy to Year Six. We also run specialist classes in Music, Visual Arts, Japanese, Physical Education and Science. Our specialist staff are passionate educators with significant experience and expertise in their field.

At Kingston Primary School, we have a diverse range of students from around the globe. Some of our students have special needs and are supported to ensure the best possible educational outcomes are afforded to them. Many of our classes have an Education Assistant within the class to assist the teacher to provide the right programs for our students with special needs. This helps us to differentiate our curriculum for our students where necessary.

Kingston Primary School has a strong culture based on our four key virtues of Care, Respect, Courage and Excellence. These virtues are central to all our staff and students every day.

We also have a very active Parents and Citizens Association (P&C) that welcomes your involvement in the school.

We encourage you to become involved in our school through your child's class and our P&C and trust that a close and effective working relationship with the school continues during your time with us.

Yours sincerely,

Anthea Patten

Principal

General Information

Principal

The Principal is responsible for the overall leadership and management of Kingston Primary School. Parents and community members are welcome to contact the Principal in regards to whole of school matters, ideas and suggestions.

Deputy Principals

Deputy Principals at Kingston Primary School are responsible for the day-to-day management of their respective areas of the school, including curriculum, student welfare and discipline, timetables, student absences, and new enrolments. The Deputy Principals are available for parent interviews should you have any concerns or enquiries that cannot be answered by the class teachers.

Office Staff

The front office staff are available to answer any general queries you may have. The reception area is open from 8.00am to 3.30pm Monday to Friday. Alternatively, you can contact the school via phone on 9797 5000 or email us at kingston.ps@education.wa.edu.au

Manager of Corporate Services (MCS)

The role of the MCS is to manage the school finances, human resources and school support staff in conjunction with the Principal. Any queries or questions you may have about school contributions and charges can be directed to the MCS on 9797 5000.

All K – 6 enrolments, mail, general inquiries and financial transactions are completed through the office, which is located in the Administration building (the building closest to Macquarie Drive).

Our leadership team in 2025:

Principal:	Anthea Patten
Deputy Principal:	Emma Eckersley
Deputy Principal:	Jae Dornan
MCS:	Kellie Wilson

Communications

All incoming calls to the school are through the office. Our school phone number is 9797 5000.

This booklet should provide most of the important information parents/carers need to know at the commencement of the school year. It should also provide a handy reference throughout 2025. If in doubt about any matters – please ask us.

For the most up to date information, please download our free App by typing SZAPP into your preferred app store and check our website at <https://kingstonprimary.wa.edu.au/> .

All newsletters are delivered electronically and parents are kept informed through messages sent on the App and website.

Newsletters inform parents/carers of any necessary changes to information contained in the *Parent Information Booklet* and serve to keep the community informed of school activities, organisation and procedures.

We look forward to working with you to attain the best educational outcomes for your child.

Term Dates 2025

Semester 1

Term 1

Term 2

Semester 2

Term 3

Term 4

Students

Wednesday 5 February – Friday 11 April

Monday 28 April – Friday 4 July

Monday 21 July to Friday 26 September

Monday 13 October to Thursday 18 December

Public Holidays

Labour Day
Good Friday
Easter Monday
Anzac Day
Western Australia Day
King's Birthday

Monday 3 March
Friday 18 April
Sunday 21 April
Friday 25 April
Monday 2 June
Monday 29 September



Staff Development Days

Term 1

Monday 3rd
Tuesday 4th February

Term 2

Monday 28th April

Term 3

Monday 21st July

Term 4

Monday 13th October
Friday 19th December

School hours

Gates open	8.20am
Classrooms open	8.30am
School Starts	8.40am
Recess	10.45am
Lessons commence	11.10am
Lunch	1.15pm
Lessons commence	1.55pm
School ends	2.55pm

Specialist Classes

Period 1	8.45am
Period 2	9.45am
Period 3	11.10am
Period 4	12.15pm
Period 5	1.55pm

Playground supervision

During recess and lunch breaks staff are rostered for playground supervision to ensure safety in the playground. Duty teachers wear distinguishable jackets (bright orange or yellow) in order to

be highly visible to students and other staff. All duty teachers are linked by electronic communication.

Students are not permitted to use playground equipment in an unsafe manner and games which could be dangerous are not allowed. Students are not permitted to use playground or sports equipment before school.

Visitors to the school

All visitors to the school between the hours of 8:00am – 2:55pm must first report to the reception, sign in, and wear a visitor's sticker for the duration of the visit. They must also sign out when they leave. This ensures that people who are on the school grounds can be identified as having a valid purpose for being on site. Visitors include any persons who are not registered on the school information system as well as parent helpers working in the school during the day.

Our School Curriculum

Kingston Primary School offers a comprehensive curriculum based on the Western Australian Curriculum. The LOTE language offered is Japanese. Students participate in sporting, cultural and educational excursions outside the school and various performing groups visit the school periodically to enrich the learning program.



Physical Education and Sport

Every child in the primary section of the school participates in a program which involves:

- A fitness session (several occasions each week)
- A weekly physical education session – taken by a specialist teacher,
- Sporting carnivals
- In-term swimming

Swimming Lessons

A series of up to 10 swimming lessons also forms part of the primary physical education program. The lessons are conducted by qualified swimming teachers at the Leschenault Leisure Centre. Parents will be informed early in the year as to the date and times of their child's swimming lesson. Swimming lesson fees apply to those students who participate. Cameras/Photographs are not permitted to be taken during the swimming lessons.

Athletics and Swimming Carnivals

Athletics form a major part of the fitness program in Term 3 and culminate in a junior and senior House Athletics Carnival. Selected Year 4–6 students participate in a regional based Interschool Athletics Carnival in Term 4. Year 4-6 students can nominate to participate in the school Swimming Carnival, and students may be selected to participate in the Interschool Swimming Carnival.

Care, Respect, Courage & Excellence

Our Virtues

Kingston uses a Virtues Program to help create a culture of character in the school. This is designed as a holistic approach to character education and provides students with empowering strategies that inspire the practice of virtues in everyday life. The school focuses on a specific virtue each fortnight and this is targeted through newsletters, bulletin boards, daily announcements and classroom activities. The language of the virtues is embedded in the school culture.

Resilience Project

Kingston uses the Resilience Project to support students, staff and community Health and Wellbeing. The Resilience Project is committed to teaching positive mental health strategies to prevent mental ill-health and build young people's capacity to deal with adversity. We will be implementing their evidence-based Teaching and Learning Program throughout our classrooms, staffroom and school community. Teachers and students will engage in weekly lessons and activities around the key principles of Gratitude, Empathy, Mindfulness (GEM) and Emotional Literacy to build resilience.

Welcome to The Resilience Project

PARENTS & CARERS

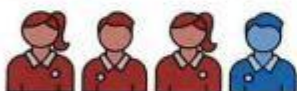
This year, we are excited to bring The Resilience Project (TRP) into our school community!

WHY?

Current research tells us...

Why mental health matters

THE RESILIENCE PROJECT



One in four Australian adolescents will experience mental health problems this year

Nearly two thirds of them will not seek help.



One in seven primary school students are also likely to experience mental health problems this year.

Source: National Survey of Mental Health and Wellbeing, Australian Institute of Health and Welfare, Australia's Youth: Mental Illness

EVIDENCE-BASED

The Resilience Project's School Partnership Program has been independently evaluated by both The [University of Adelaide](#) and The [University of Melbourne](#). Click the links or scan the QR code to find out more about the impact the program has on emotional wellbeing and behavioral changes.



ABOUT THE PROGRAM

The [Resilience Project](#) is committed to **teaching positive mental health strategies** to prevent mental ill-health and **build young people's capacity to deal with adversity**.

We will be implementing their evidence-based **Teaching and Learning Program** throughout our classrooms, staffroom and school community.

Teachers and students will engage in weekly lessons and activities around the key principles of **Gratitude, Empathy, Mindfulness (GEM) and Emotional Literacy** to build resilience.

WHAT CAN BE DONE AT HOME?



To learn more about The Resilience Project and get involved from home, you can start exploring the ideas, activities and resources which bring **Gratitude, Empathy and Mindfulness (GEM)** to life on [TRP@HOME](#).

The [Imperfects](#) podcast, led by Hugh van Cuylenburg, Ryan Shelton and Josh van Cuylenburg, is all about how perfectly imperfect we all are. Hugh, Josh and Ryan chat to a variety of interesting people who bravely share their struggles and imperfections, and we all learn some valuable take-aways we can apply to our own imperfect lives.



House Factions

Our students are allocated into four houses named after prominent WA people:

Charlesworth Chargers	Red
Winton Warriors	Blue
Cowan Crusaders	Yellow
Stanley Strikers	Green

Support Programs

Class teachers provide as much special help and assistance to individual students as possible. Education Assistants help classroom teachers in nominated subject areas.

Education Support

Kingston Primary School caters for students with special needs who are enrolled to attend our school. Special needs students may have an allocated assistant who work with teachers to support the student's integration into the mainstream classroom. Kingston Primary School strives to provide facilities to accommodate all students with special needs.

Excursions/Incursion

Excursions/incursions add a special dimension to the learning program. All trips and visits have an educational base and, as such, children are encouraged to participate. Parents will be given ample notice of coming events and are asked to return a signed consent form by the due date.

All students participating in excursions must be in full school uniform and must have paid any charges having returned a fully completed Student Information & Consent form within the time frame set by the teacher. Excursions enhance the educational opportunities of a classroom learning program. It is not an expectation that all students engage in an equal number of excursions in any given year, across classes in the same year group or school.

Student Attendance

Arrival and Departures

Students should arrive at school after 8.20am. Our classrooms open at 8.30am. When children arrive at school they should go directly to their class. The official school start time is 8.40am and ends at 2.55pm. Students need to arrive at school between 8.30am and 8.40am.

Students are not permitted at school before 8.20am unless a prior arrangement has been made with the Principal.

The external gates to the school will be unlocked and locked at the following times on school days:

Morning- external gates will be unlocked and open at 8.20am.

Most external gates are locked again at 9.00am.

Gates 9, 10 & 11 are left open during the day to allow student access to the oval and basketball courts.

Afternoon – all external gates are unlocked at around 2.45pm

Students arriving after 8.40am must request a late note from the main office before going to class, so that they can be entered into the school register.

Parents/carers are asked to leave the school site by 8.45am.

Students departing by bus (School Bus Services only) will be supervised until they are on the bus. Students must leave the school grounds promptly after school.

Confidence and Independence

We encourage children to walk to their classroom unaided and to prepare for their day's work. This develops confidence and allows children to display initiative. Likewise, at the end of the day encourage your child to become self-reliant and responsible for their own bag and belongings.

Leaving School Grounds

During school hours the school has a duty of care for all students. If you wish to take your child out of school early, you must visit the front office and fill out a student release form which administration will sign for you. Your name will be checked against our school register for permission to release the child to you. This form must then be given to the class teacher. Students will not be released without a student release form.

Student Absences

Regular attendance is vital to student progress. It is a requirement of the Education Act 1999 that Parents/Carers ensure their children attend school regularly and that they provide an explanation for all school absences. Regular attendance is considered to be above 90%.

If your child is absent from school:

- An explanation must be supplied stating the dates your child was absent, and the reason. This should be completed on the school app, or a dojo/seesaw to the classroom teacher.
- If you know in advance that your child is to be absent, please write a note for the school before the event. (This particularly applies to students who will be absent for an extended period of time.)
- Unexplained absences will be followed up with parents and carers.

Transfers to other schools

As soon as it becomes known that your child is to transfer to another school, please notify us of the date on which the child will be leaving. Arrangements involved in terminating enrolment at the school should be made as soon as possible. Your child's new school will notify us as soon as they process the enrolment and we will forward records (medical, academic etc. ...), reports and other information directly to their new school.

Contact and Custody Information

It is **very important** that the school is advised, as soon as possible, of any change of address, telephone numbers, medical conditions, physical ailments, custody or access orders and emergency contacts. It is important that your child knows where you may be contacted if you are going to be away from home during the day.

In cases where parents have shared custody, it is essential that custody/court orders, as determined by Family Court, are kept on record here at the school. The school will adhere to the most recent orders made available. Where orders do not exist or are not provided the instructions as per the Education Act 1999 will prevail.

School buildings and grounds

Children are NOT permitted in or around the gated/enclosed school buildings outside of school hours. Students should make their way directly home after school. Parents/Carers are asked to support the school in this matter. Please ring Australind Police (9797 0222) or Education School Watch (1800 177 777) to report unwanted visitors or vandalism to our school.

OSH Club – Outside School Hours Care Program

OSH Club provides before and after school care, School Development Days and Vacation Care Programs. It is located in the Primary School. For more information, call 0411 038 413.

School Dress Code – School Uniform

The School Board endorses the student dress code at Kingston Primary School. It is extremely well supported by Parents/Carers, staff and students. Wearing our school's uniform promotes safety, projects a positive personal and public image, fosters team spirit, equity and preparation for life (as many workplaces have dress and safety codes).

School uniform items are available through the school's Uniform Shop. Please check with our front office staff for the current uniform shop hours.

Regular Uniform

- School shirt with school logo (Uniform shop - compulsory)
- Black Shorts/pants (Uniform shop)
- Blue checked dress (Uniform shop)
- Bucket Hat or broad brim (Uniform shop)
- Footwear: closed-in shoes with socks. Sandals with a back strap are accepted

Sports Uniform

- School shirt with school logo (Uniform shop)
- House faction coloured shirt (Uniform shop)
- Hat – bucket or broad brim
- Sports shoes and socks

Non-Approved Clothing

Items which are not part of the Kingston Primary School uniform include:

Clothing with large slogans/brand names, denim clothing, T-shirts, windcheaters, hooded jumpers, jeans/shorts with slogans inappropriate or otherwise, cosmetics, hats with slogans and skin tight bike/exercise shorts/pants or similar. Children who do not wear a school uniform will be required to borrow a shirt/jumper from the school at the beginning of the day and return at the end of the day.

Hats and Shoes

The school follows a *No Hat, No Shoes = No Play* policy. This policy is inclusive throughout the year. Students must wear 'bucket' or broad brim hats.

School – Home Communication

An important aspect of the school's operating procedure is the fostering of a healthy, constructive home-school relationship. We welcome your involvement in your child's education and will try to foster it by keeping you informed, welcoming discussion, comments and suggestions.

Kingston Primary School makes every effort to inform parents, caregivers and the wider community of what is happening at school. The main ways in which a parent or caregiver can keep in touch with their child's education are:

- Asking your child about what happened at school.
- Reading the school newsletter.
- Attending P&C meetings
- Making an appointment to meet and speak with class teacher.
- Merit certificates
- Assemblies

- School reports
- Class parent meetings
- Assist in class as a Parent Helper. (This needs to be arranged with the individual class teacher.)

School Communication

Our main form of communication with the community is through: Facebook page (<https://www.facebook.com/kingstonprimaryschool>), SeeSaw app and our school (SZapp). Please ensure you download these free apps to stay in touch. We also attempt to maintain our school website regularly (<https://www.kingstonprimary.wa.edu.au/>)

Seesaw

Your classroom teacher will give you instructions to join the class SeeSaw page at the beginning of the school year. SeeSaw is an app that is used at Kingston Primary School as a tool to enhance communication between home and school and is the preferred method of communication. It also allows for the sharing of student learning.

Parents are encouraged to 'like' their child's journal entries. If comments are turned on, please keep them positive, constructive, and relating to the post.

To maintain a healthy work-life balance for teaching staff, teachers are not expected to reply to SeeSaw messages outside the hours of 8am – 4.00pm on weekdays, nor at any time on weekends, and will do so when able to inside these hours. Teachers are also not expected to check and reply to messages during the teaching hours of 8.30am – 3.00pm. Please contact the school office during these hours for urgent messages.

Work samples and journal entries that contain only your child may be shared. To respect the privacy of others, photos or videos that contain other students should not be downloaded and/or shared. We expect that all communications are done so in a respectful and courteous manner.

Contacting students during school hours

Students are not to directly contact parents through personal communication means (messaging via iPad or mobile, through social media, via mobile call etc) during school hours. Parents should refrain from directly contacting students through personal communication means (messaging via iPad or mobile, through social media, via mobile call etc) during school hours. Mobile devices that students need to have for before and after school purposes are to be handed into the teacher in the morning and retrieved at the end of the day. If an urgent message is needed to be relayed to a student, please contact the office. If students need an urgent message communicated to parents, this will be through the classroom teacher or a member of admin.

Social Media

Whilst social media platforms (Facebook, Instagram, WhatsApp etc) are very accessible, please only contact staff via the school office, through SeeSaw and/or school-based email address. Staff will endeavour to respond to these in a timely manner.

Emergency or Urgent Communication

The school has the ability to send all contacts or groups of contacts on our register an instant text message. In the case of an emergency or urgent notice you may receive a text from us. The sender of the text will appear on your phone as "Kingston Text". It may also come with an attachment that will clearly indicate that it is from the school or education department.

Parent/ Carer - Teacher Interviews

In the mornings before school our staff are very busy preparing for the school day. This is not a very good time to have a significant conversation with the teacher. If you would like to meet with your child's class teacher, please use our Seesaw app to communicate with them, email or call our front office to pass on a message.

Matters of concern are usually best clarified by direct discussion. Since the teachers' first responsibility is to the group under their care - and teachers are naturally reluctant to have class activities disrupted - a phone call to arrange a mutually convenient interview time is always appreciated. The teaching commitment of staff members will not be interrupted for interviews/calls unless exceptional circumstances exist.

Parent/Carer Assistance

Parents/Carers are invited and encouraged to participate in special activities or functions that are held during the course of the year. Teachers welcome the assistance of interested parents/carers in classroom activities such as listening to oral reading, assisting with maths, art/craft and accompanying students on class visits or camps. Please indicate to the class teacher your willingness to assist.

Newsletters and Updates

Two school newsletters are issued each term as means of conveying information about forthcoming events, to report on happenings and to obtain parent permission for student participation in various activities.

Newsletters are automatically sent through the school App, the school Facebook page and posted on the school website. Additional copies of the newsletter are available from Reception if you are unable to access it through electronic means. Regular updates and parent alerts are also "pushed" out through our School App.

Assemblies

Assemblies for primary classes (1-6) occur on Wednesday mornings starting at 8.45am in the undercover area. (Subject to change)

Their main purpose is to acknowledge student achievement and to communicate information, as well as a class performance. Each class in the primary school will host an assembly and we encourage parents to attend. Parents are informed prior to the assembly if their child is receiving an award.

Reporting to Parents

Kingston Primary School reports against the Australian Curriculum. Students at Kingston Primary School are assessed throughout the year in each of their Learning Areas, culminating in two school reports (end of Term 2 and 4) each year which are emailed out at the end of each semester.

The format of the reports is consistent with that issued in public schools across Western Australia. National testing results are distributed separately.

Parents/Carers are provided with updates of their child's progress on a regular basis and are invited to contribute to any individual learning needs their child requires. Please contact your

child's teacher if you have progress concerns. Key components of the school's reporting framework are detailed below:

<i>TERM</i>	<i>TIME - WEEK</i>	<i>Activity</i>	<i>Note</i>
1	5	Parent Meeting/Interviews	All parents are invited to an interview or meeting, either formally or by telephone between Week 5, Term 1 and Week 5, Term 2.
2	10	Semester 1 reports are distributed. (Interviews available at parents request after reports have been distributed.)	The report form adopted is the same as that used in all WA government schools.
3	9	Open night	All classes are open and work is displayed – parents are invited to attend.
4	10	Semester 2 reports are distributed. (Interviews available at parents request after reports have been distributed.)	The report form adopted is the same as that used in all WA government schools.

Parents and Citizens' Association

[\(https://www.facebook.com/groups/194765530770/\)](https://www.facebook.com/groups/194765530770/)

The P&C provides an opportunity for all parents and citizens to learn about the educational program in the school and support the provision of amenities. We recognise and appreciate the need for teachers and parents to work together and to do all we can to facilitate children's learning. Involved parents can work to ensure the school provides the best possible education programs to our children.

Funds are raised through the operation of the Kingston Primary School P&C school canteen. All profits are then re-distributed by the P&C through a variety of projects to provide much needed extra amenities at our school for the benefit of our children's education.

The P&C meets regularly. Please come along, everyone is welcome. New members are always valued at our school P&C. Contact details for the P&C are available from Reception.

How is the School Board different from the P&C?

The Kingston Primary School Parents and Citizens' Association has several functions. It:

- Operates the Canteen.
- Conducts fund-raising activities so that additional resources can be purchased for the school.
- Mother's Day and Father's Day stalls.
- Fosters community interest in educational matters.
- Promotes the moral, physical, social and educational welfare of students at the school.

The School Board is essentially a governing body. It represents the school community in the process of school planning and policy development but is not involved in the day to day operations of the school.

Homework

Guidelines

At Kingston, we believe that homework should:

1. support the development of the student's independence as a learner.
2. further the partnership between the staff, students and parents.
3. avoid dependence on unreasonable levels of parental assistance or resources that are not readily available to the student.
4. be balanced so as to avoid stress and overload.

Expectations

1. Kingston Primary School values home reading as we believe that you need to learn to read in order to read to learn. All students will be provided access to weekly reading material. In years PP-3 and where appropriate, student home reading programs will be teacher managed. All other students will be expected to read at home. The management of this is by the student and the process is controlled by teachers and parents.
2. No student should be issued with more than 30 minutes of school related work that needs to be completed at home, on any given day. If more than 30 minutes work is given, it needs to be spread out over sufficient time to enable students to complete it.
3. Homework will not involve the introduction of new concepts and will not require parents to teach.
4. Homework is not a form of discipline or punishment.
5. Homework alone does not prepare children for high school. The skills of organisation, note taking and independence are good transition skills and are the responsibility of home and school.
6. Work that can be done at home, and supports individual children's progress, can be negotiated with the teacher at any time.



Parents are encouraged to liaise with their child's teacher to identify the best way to support the learning program at home.

All things Money

Voluntary Contributions and Charges

The State Government and the Department of Education & Training permit the school to seek payment of Voluntary Contributions and Charges for each student enrolled at the school. The Voluntary Contributions provide the school with funds to supplement our own resources in purchasing materials and resources valuable in the education of students enrolled at the school.

The Voluntary Contribution and Charges schedules have been endorsed by the School Board and are published to inform parents of anticipated costs for 2024. This will be sent home with the booklists.

Payment Options

All payments can be made at Reception. Parents may consider a progressive payment option where 'contributions', and 'charges' can be paid off. Arrangements should be negotiated with the Principal or Business Manager.

Kingston PS has EFTPOS facilities available in reception.

Payments may also be made by EFT (bank details – bsb: 066040, a/c: 19901869)

Optional Costs (Non-Educational)

These may include: graduation photographs, graduation shirts, student council fundraising, Ashton Scholastic Book Club, school uniform, assembly costumes.

Personal Use Items

The Department of Education provides most textbooks, reading materials, and resources for student use. Parents / Carers are expected to provide the items shown on the 'Personal Use Items' list – as approved by the School Board.
(Textbooks are not included on K - 6 Personal Use Items Lists).

Your child will need to have the items shown on their Personal Use Items list in his/her possession each school day in order to maximise participation in the learning opportunities/activities presented. It may be necessary to replace some items such as pencils, glue etc. throughout the year. This is a parent/carer responsibility.

The Personal Use Items list is sent home with students in fourth term to enable parents/carers to order basic requirements.

School Budget

An annual school budget, incorporating money from parents'/carers' contributions and the Department of Education, is prepared and presented to the School Board. The budget reflects the needs of the school according to the School Plan.

Money Collection

Money for camps, excursions and school activities is to be paid to the child's classroom teacher before school each morning. Please send money & returns in a sealed envelope labelled with your child's name and classroom number. Alternatively, the Reception area has EFTPOS facilities, or you can pay it into the school's bank account.

Bring your own Device (BYOD)

iPads at School

Students from Years 3-6 are involved in the BYOD program for iPad use during class time. Their iPad will be configured to access the internet through the school service provider and security filters while it is on site. Recommended apps used regularly by your child's class can be added to the device with the licenses, where applicable being paid for by the school. Parents/students are responsible for regularly updating the iPad operating system (IOS) so it can continue to be included on the school network, and to ensure that you monitor usage through Apple Family Sharing. If your child does not bring an iPad to school our staff will ensure that they have access to an iPad for the duration of the activity. You will be made aware of this is a regular occurrence. The iPad may be used to share information with another student. For more information on our BYOD program please see reception for an information package.

Health and Medical

Administration of Medication to Students

The Department of Education has very clear guidelines about the administration of medication to students. The guidelines are quite complex but in general the following conditions apply:

- Parents are required to provide the school with written information about the following:
 - the reason for taking medication.

- details including the name of the medication, dosage, when it must be taken and any other relevant information; and
- is the student able to self-medicate or if staff supervision is necessary?

If your child is unable to administer their own medication, then the parent/carer must complete Sections 1 and 2 of the Health Care Authorisation form available from Reception. School staff must not administer analgesics such as paracetamol to students without written instructions from the student's parent/carer.

All medications except Asthma inhalers must be held in the office unless class-based medication is indicated by a health plan.

School Health Service

Our School has a Community Nurse who also visits other schools in the area.

School Nurse can make direct referrals to the school psychologist, speech pathologist, occupational therapist, physiotherapist, audiologist, paediatrician and other visiting specialists.

Dental Therapy Centre

The Australind Dental Therapy Clinic services school students. The clinic provides dental services to all school aged students. You can contact the centre on 9796 3916 and they are located at 21 Break O'Day Drive, Australind.

New admissions to the school are given a permission form which must be completed and signed by parents/carers before any dental work may be done.

Kingston WA Country Health Clinic

This service is staffed by a Child Health Nurse, Occupational Therapist, Speech Pathologist and a physiotherapist. It caters for newborn children to kindergarten age. It is located in our Early Learning Centre and provides a positive transition for parents and children into kindergarten which is located in the same building. Appointments can be made by phoning 1800 457 949.

Sudden Sickness or Accident

Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact a parent/caregiver or the emergency contact to arrange for the child to be collected from school. Should such contact be unable to be made, the school will act according to the best interests of the child.

The school will call an ambulance if required in an emergency situation. Where an ambulance is required, the parents/carers are responsible for all costs associated with the ambulance call-out and subsequent treatment costs. We recommend that all families consider ambulance costs as part their personal health insurance policy. Costs associated with replacement of medications and apparatus (e.g., epi-pens) is a responsibility of the parents/carers.

Emergencies

In an emergency your child may be taken to the hospital before the parent/carer is notified.

It is most important that parents/carers ensure that EMERGENCY CONTACT NUMBERS held by the school are up to date. Please advise the reception staff of any changes.

It is also important that the school is advised of any medical condition your child develops. Parents/Carers need to be mindful that as the year's progress, information provided on the original Enrolment form can become dated. It is the parent / carer's responsibility to update this information.

We love dogs but....

Dogs and other pets are not permitted on school premises. Dogs found unsupervised (escapees) on the school grounds will be reported the local government Ranger.

Infectious diseases

When a child contracts one of the following childhood infections, isolation from the school is essential. The following are the lengths of time to be isolated:

Measles: For at least 4 days after the onset of the rash. Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of the first contact with the first case, they may return to school.

German Measles (Rubella): At least 4 days after onset of rash

Chicken Pox: Until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.

Whooping Cough: For 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Head Lice

They can be found in all families, and usually infest the cleanest hair first. They are not a medical emergency but are quick to spread from person to person.

If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another.

Where your child is found to have head lice or head lice eggs at school, you will be contacted to pick them up from school and asked to treat your child with an appropriate solution before they return.

Treatment

Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent reinfestation. All members of the family should be treated, even if only one member of the family is found to have head lice or nits. Brushes, combs and hats should be washed thoroughly and put out to dry in the sun for several hours.

Buses

A bus service operates for those students coming from Binningup and some areas of Brunswick. School Bus Services have a website www.schoolbuses.wa.gov.au. Parents are encouraged to apply for transport assistance using the online system. Bunbury City transit operates buses that operate in Kingston. Please contact them directly for information regarding this service as it is a private bus service.

Student Services

Breakfast Club

At Kingston Primary School, with the supports of Foodbank WA, we offer a Breakfast Club to all students. The menu includes weetbix, fresh and tinned fruit, banana smoothies, yoghurt and Vegemite toast. In the cooler months we hope to include beans or spaghetti on toast and hot

chocolate. Now we are operating every Wednesday but will include more days as time goes on. The breakfast Club is an inclusive, whole school event and all students are welcome.

School Psychologist

Kingston Primary School places great emphasis on students having a positive self-identity and high self-esteem. Early identification and intervention with students experiencing difficulties is of importance. In order for the school psychologist to work with your child, you will need to complete a referral process through the classroom teacher.

Social Worker

Parents and Teachers may request assistance from our Social Worker who is employed 2 days a week. The Social Worker aims to work with students who need support to work through events/circumstances in their life that they are having trouble coping with socially and emotionally. The Social Worker is skilled in assisting students to develop strategies and skills to effectively help them navigate through these events in their life. Parental approval must be sought for this assistance to proceed.

Student Support Officer

Our Student Support Officer aims to work with students who need support to work through events/circumstances in their life that they are having trouble coping with socially and emotionally. The Student Support is skilled in assisting students to develop strategies and skills to effectively help them navigate through these events in their life.

Deaf Education

A Deaf Education visiting teacher comes to Kingston Primary School and other schools across the Bunbury District. The teacher advises class teachers on programs and techniques, and works with parents, Speech Therapists and our Disability Services co-coordinators to support education programs.

Early Learning Centre

The Early Learning Centre provides a comprehensive program for children who turn 4 years of age between 1 July in the year preceding enrolment and 30 June during the year of enrolment or who are already five years of age. A separate Parent Information Booklet for our Early Learning Centre is available.

Information for Students:

Mobile phones and electronic devices

Electronic games, game watches and the like are not permitted at school. Any such items will be removed by the class teacher and returned at the end of the day or returned directly to the parent or carer. If students need mobile phones for transportation and safety purposes before and after school, all mobile phones will be safely stored in the classroom and available for collection at the end of the day. If you need to contact your child throughout the day, please get in touch with the school office. The school does not accept any responsibility for items of value that students bring to school.

Canteen

Lunches can be ordered from the canteen by placing an order in the class lunch basket or online (quickcliq.com.au) via our school lunch app. Recess food can also be ordered at this time. Lunches are collected from the canteen by monitors. A canteen menu is available from reception and on our website.

Bicycles and Scooters

It is recommended that students below 10 years of age not ride bicycles unsupervised to school. Students are required to leave bikes in the racks provided whilst they are at school. Bikes and Scooters must be chained and padlocked for safekeeping. All students riding bike or scooter to school must wear an appropriate safety helmet.

The school does *not* accept responsibility for theft or damage to any scooters or bicycles brought onto the school property. Parents/Carers should make enquiries through their Home Contents insurance policy provider to insure their child's bicycle. Bicycles must *not* be ridden in the school grounds at any time.

Student Executive

The Student Executive comprises Year 6 students who are elected by their peers and staff. The elections are held in late Term 4 of the previous year and successful students are announced at the graduation ceremony. Students self-nominate for positions and make a speech in front of all Years 3-5 students who later vote for their preferred candidate.

The Executive generally meets every two weeks and some of their responsibilities include: fundraising for charities or for student/school projects; organising and running the ANZAC service, school assemblies; and being a link between students and the teaching staff.

Student Executive will be asked to sign an executive agreement at the start of the school year. All of the above stakeholders will be signatories to the Student Executive agreement.

Behaviour Management

The Principal, Staff and Community of the Kingston Primary School believe that an essential part of educating our children for life is for every person to become responsible for his or her behaviour.

Students and staff members should act in ways that honour their name, their class, their school and community. Being neatly groomed, wearing the school uniform with pride, being well mannered, pleasant and courteous at all times, are the forms of behaviour acceptable at Kingston Primary School.

Students are made aware of their responsibilities toward each other, the staff and their school. They are encouraged to accept responsibility for and consequences of their behaviour. Great emphasis is placed upon the students' right to a peaceful, secure and safe environment where his/her interests and ambition to learn will not be interfered with or disrupted by others.

At Kingston Primary School the complexity of behaviour management is multi-faceted and built on a number of principles.

Principle 1 – Everyone has the right to be safe.

Principle 2 – All children have a right to learn.

Principle 3 – All staff have a right to teach.

Kingston Primary School will promote and develop a culture of respect through a number of strategies that together, form the behaviour management program. These strategies include:

- The virtues program will provide the emotional literacy for students, staff and hopefully parents as part of the whole school approach.
- Passive play areas have been developed in the school, allowing students to play in a safe area or for students who have demonstrated that they cannot play safely in the playground.
- All areas of conflict reported to teachers or admin will be followed through to an outcome.

Reset Room

The Reset Room is open during the recess and lunch breaks. Students will be required to attend during break time, as directed by school staff, for breaking school rules. It is also used as an opportunity for The Principal, Deputies, Student Support Officers and other school staff to talk quietly with students or assist students in resolving disputes. It is also a safe space for students to come to if they need assistance or a quiet place to reset.

Suspension

Suspension from school is an “end of the line” consequence for breaches of school rules. This is used by the Principal as a method of ensuring that a healthy, safe and secure learning environment is maintained for all students and staff. Physical violence has no place in our schools. It has been made very clear by our current Minister for Education that students who use intentional physical aggression with intent to harm others will be suspended.

Whole School Good Standing – Years 1-6

At Kingston learning is enhanced in a welcoming, inclusive, collaborative and caring environment. Good Standing supports this belief by acknowledging and rewarding exemplary behaviour, attendance and work ethic. It also emphasises the importance of taking responsibility for negative choices students make which ultimately affect their learning and the learning of others.

All students start with Good Standing and have the opportunity to earn Advanced Standing. Rewards will be in place for students with Good and Advanced Standing. Students who are unable to maintain good behaviour in context of our school’s behaviour expectations will have their Good Standing removed and will be ineligible for any whole school rewards or extracurricular events. They will then have the opportunity to regain their Good Standing over 5-10 days.

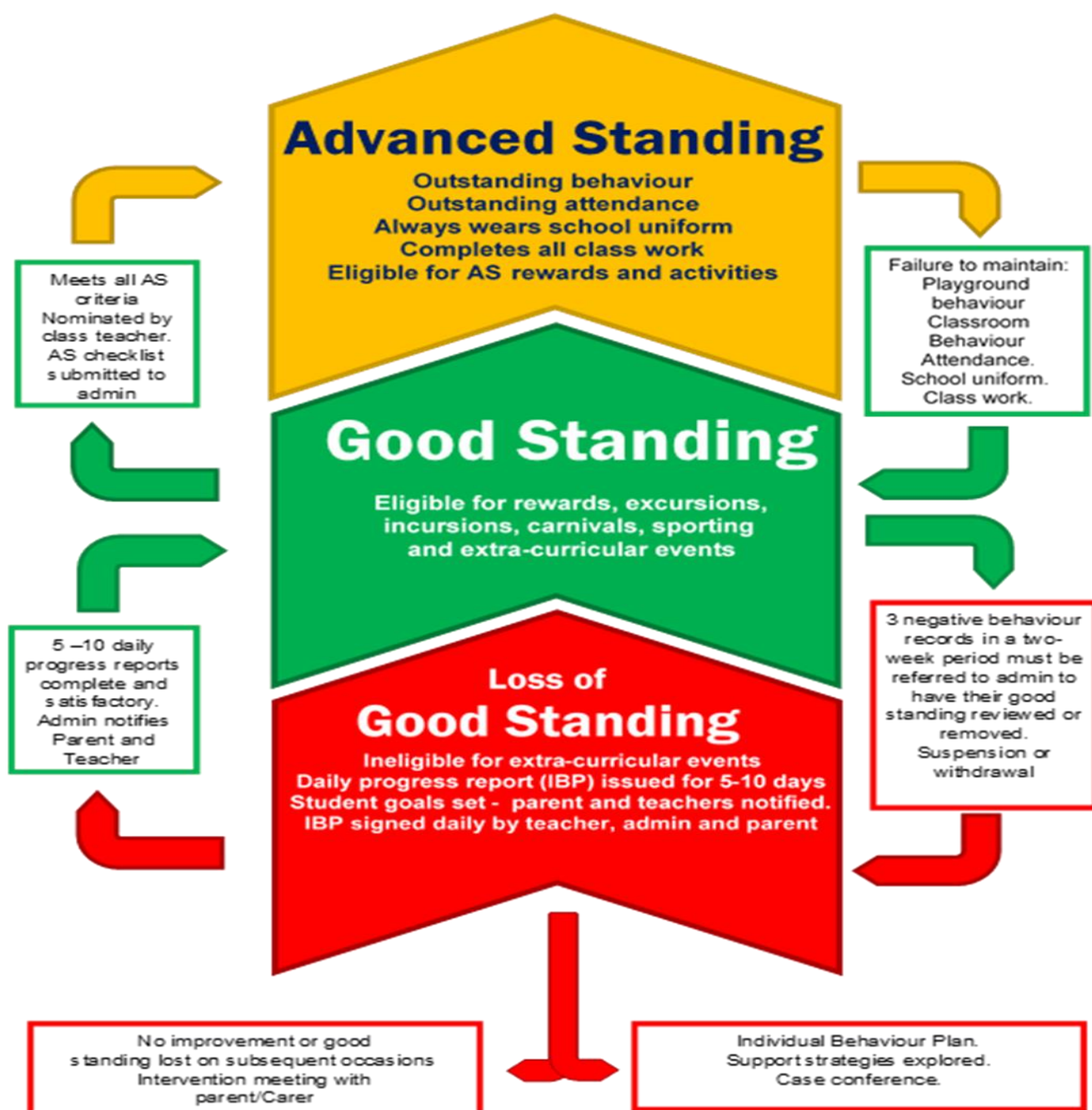
Students should have no confusion of what is expected of them in terms of maintaining their Good Standing, the rewards of Advanced Standing and the consequences of losing Good Standing. Our teachers have/will explain this process to their students at the beginning of the school year.

Classroom Processes

Every class in our school has developed and discussed a behaviour management process and steps that is aligned with our whole school focus and strategies. It is likely that each class will be slightly different to the next because of the year levels of the class, the needs of the individual students in the class, the complexity of the personalities and backgrounds of the students and the teachers’ strengths and experiences. For example, the process and step in the pre-primary and kindergarten will be very different to those in the year 5 and 6 classes.

Please talk to your child’s class teacher if you would like to know more about the process in their class.

Good Standing Process



MUTUAL RESPECT

Kingston Primary School

It is in the best interest of our students that parents, staff and students are aware of their rights and uphold their responsibilities with regard to mutual respect in our school.

Rights....

Students

- To be treated with respect, courtesy and honesty.
- Learn in a purposeful and supportive environment.
- Work and play in a safe, secure and friendly environment.

Staff

- To be treated with respect, courtesy and honesty.
- Work in a safe, secure and non-disruptive environment.
- Receive co-operation and support from parents.

Parents

- To be treated with respect, courtesy and honesty.
- Be informed of their child's progress.
- Be heard in an appropriate forum on matters related to the rights of their child.

Responsibilities....

Students

- To treat others with respect, courtesy and honesty.
- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that they are punctual, polite, prepared and display a positive manner; • Behave in a way that protects the safety and well-being of others.

Staff

- To model and treat others with respect, courtesy and honesty.
- Ensure that the school environment is safe and secure; • Establish positive relationships with students.
- Report student progress to parents.

Parents

- To model and treat others with respect, courtesy and honesty.
- Ensure their child is in an optimum physical and emotional state ready to learn; • Support the school in providing a meaningful and adequate education for their children
- Support and enhance a safe, secure and friendly environment in the school.

The School Administration will...

Utilize the authority granted in the Education Act 1999 to;

- ***Support the rights of staff, parents and students.***
- ***Assert direction to students, parents and staff where rights or responsibilities have been breached.***

Code of Conduct

Care, Respect, Excellence, Courage

Expectations		Be Respectful	Be Responsible	Be Safe and Caring
	Whole school	<ul style="list-style-type: none">• Use polite manners<ul style="list-style-type: none">○ Please○ Thank you○ Excuse me• Take care of the school environment• Ask permission to use others' property	<ul style="list-style-type: none">• Own up to your actions• Ask for help when needed• Listen to and follow instructions• Look after belongings• Wear your school uniform	<ul style="list-style-type: none">• Include others• Move around safely• Apologise if an accident occurs• Act in a safe manner• Be kind
	Classroom	<ul style="list-style-type: none">• Use your listening and speaking skills	<ul style="list-style-type: none">• Have your equipment ready• Ask for help• Be in class on time• Stay on task• Complete tasks promptly	<ul style="list-style-type: none">• Help and encourage others• Wait your turn
	Playground	<ul style="list-style-type: none">• Put your rubbish in the bin• Agree on game rules before starting• Follow game rules• Listen and follow duty teachers' directions	<ul style="list-style-type: none">• Wear your hat• Stay in school grounds• Finish playing when asked by teacher	<ul style="list-style-type: none">• Share equipment• Help pack away equipment• Show good sportsmanship
	Undercover & Canteen	<ul style="list-style-type: none">• Be patient	<ul style="list-style-type: none">• Place your lunch order before school• Remain seated while eating• Clean up after yourself	<ul style="list-style-type: none">• Eat your own food• Wait to be dismissed at lunchtime
	Library	<ul style="list-style-type: none">• Use inside voices• Keep food and drinks outside• Treat books and equipment carefully	<ul style="list-style-type: none">• Return books on time• Keep your book in a safe place• Put things back where they belong	<ul style="list-style-type: none">• Move around quietly