



Karrinyup Primary School

Family Handbook

2024



www.karrinyups.wa.edu.au



karrinyup.ps@education.wa.edu.au



15 Hampton Street, Karrinyup



(08) 9422 2050

KARRINYUP PS CONTACTS & TEAM

Office Hours: 8:00am - 4:00pm (except School holidays)

Front Office: (08) 9422 2050

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

Website: karrinyups.wa.edu.au

Facebook: Karrinyup Primary School P&C

Principal: Anthony Middleton

Deputy Principal: Rochelle Reeves
Nicholas Savatovic

Manager

Corporate Services: Ilona Davies

CLASSROOM TIMES

Doors Open: 8:40am

Lessons Begin: 8:50am

Recess: 10:40am - 11:00am

Lunch: 12:50pm - 1:30pm

End of Day: 3:00pm

School Officers: Mary Ashe-Winton (M-W)
Jodie Penny (M/T/T/F)
Crystal Chin (W-F)

Please note for safety reasons, students are not permitted to arrive at school prior to 8:00am. Supervision is from 8:20am.

2024 IMPORTANT TERM DATES

Term 1: Wednesday 31st January - Thursday 28th March

Term 2: Monday 15th April - Friday 28th June

Term 3: Monday 15th July - Friday 20th September

Term 4: Monday 7th October - Thursday 12th December

SCHOOL DEVELOPMENT DAYS

Monday, 29th January 2024

Tuesday, 30th January 2024

Friday, 31st May 2024

Monday, 15th July 2024

Monday, 4th November 2024

Friday, 13th December 2024

PUBLIC HOLIDAYS

Labour Day - Monday, March 4th

Good Friday - Friday, March 29th

Easter Monday - Monday, April 1st

ANZAC Day - Thursday, April 25th

WA Day - Monday, June 3rd

King's Birthday - Monday, September 23rd



Karrinyup Primary School is an Independent Public School located just 15 minutes from the CBD and situated in close proximity to one of the largest suburban shopping centres in Perth, as well as Trigg and Scarborough beaches. Built in 1964, the school has a long and proud history in the area.

Karrinyup Primary School aims to provide a learning environment inspiring children to achieve their full academic, creative, social and physical potential. Staff work collaboratively to plan outcomes for students, with a strong focus on literacy and numeracy. We believe quality teaching and learning programs enable students to develop the necessary skills to become confident, curious and independent learners. Experienced and dedicated educators engage students in learning programs driven by the West Australian Curriculum and Early Years Learning Framework.

Physical Education, Health, Music and Japanese are taught by Specialist teachers.

In the classrooms a number of whole school, researched processes underpin our practice. These include synthetic phonics, STEM (Science, Technology, Engineering, Mathematics) related activities, whole school maths teaching practices, learning area integration, guided reading, a writing process and planned reading intervention for specific children. We strongly adhere to the Gradual Release Model of teaching where learning is intentional, teachers guide instruction and children collaborate and then work independently to show the knowledge and skills gained over time.



ABSENCES

Parents are able to use the **Compass app** to notify the school of a child's absence. A Medical Certificate may be required to explain prolonged absences.

AFTER SCHOOL CARE

We have a partnership with **OSHClub**, who provide before, after and holiday school care for Karrinyup Primary School students. This facility is run separately to the school. Please visit www.oshclub.com.au/wa/karrinyup-primary-school/ or phone the OSHClub team on 1300 395 735.



ASSEMBLIES

Assemblies are held throughout the year and take place in the covered assembly area. Details and dates will be published in the Term Planner and via our website. Assemblies are attended by all Pre-Primary to Year 6 students, with Kindy students attending in Term 4.

BICYCLES

Students riding bicycles to school need parental guidance and training with respect to road safety. Please observe road safety rules. Bicycle helmets must be worn in line with WA law. Bikes can be chained to bike racks in order to minimise theft. Everyone must dismount before entering the school grounds and walk their bicycles and scooters whilst on school grounds. Please note, leaving a bicycle at school is done at your own risk.

CANTEEN

KPS staff and students are very fortunate to have their lunches supplied and delivered by a local company **Canteen Kings**, on Mondays and Fridays during term. Canteen Kings have an extensive menu, catering for all dietary requirements. Parents and staff can place their order via flexischools.com.au/parents before 8am on the delivery days. Parent volunteers are needed each Monday and Friday to help sort lunches for distribution. Canteen Kings can be contacted directly on CarineCanteen@gmail.com or (08) 9243 9176.



COMMUNICATION

Compass is the primary communication tool between school and home. Compass is available as a downloadable app or via your web browser. Notifications, events, updates will be sent from the office and class teachers using this. Parents can view timetables, access student reports and submit absences using the app.



SeeSaw is currently used by K-2, as a student / teacher driven digital portfolio showcasing and communicating to families what is happening in the classroom. Teachers may also use this to communicate directly with parents.



Parents are encouraged to email teachers if they have questions or wish to make an appointment. All staff contact details are available via the KPS website www.karrinyupps.wa.edu.au/the-kps-team

EVENTS

Karrinyup Primary School celebrates a number of yearly events involving the whole school which are included in Term planners. They may include:

- Harmony Day (Term 1)
- ANZAC Service (Term 2)
- Easter Parade
- Swimming Lessons (Terms 1 & 4)
- 100 Days of School (Term 3)
- NAIDOC Celebrations (Term 3)
- BookWeek (Term 3)
- Athletics Carnivals (Term 3)

Further information is sent out via Compass and the office.

EXCURSIONS / INCURSIONS

Across the year, some year levels will be involved in excursions and or incursions as enhancements to the teaching program. Some of these may come with an additional cost and require parental consent. All information, payment and consent will be sent out via Compass. In some cases, parents will be invited to attend the event to assist teachers and students.

EXTRA CURRICULAR ACTIVITIES

There are a range of extra curricular activities which may be available to students, including Choir (from Year 3), Netball (from Year 2), Interschool Athletics (from Year 3), and Camps. Students can learn an instrument from Year 5 and attend PEAC; both subject to entrance testing and additional costs. There are also a range of Before and After School activities organised by third parties. These include CodeKids, Basketball, Soccer and Tennis.

FACTIONS

Karrinyup Primary School has four factions which students are assigned to on enrolment. The Noongar names were determined by students, staff and families during a consultative process in 2022.

Kaarla (Fire) - Red

Yonga (Kangaroo) - Yellow

Yakkan (Turtle) - Green

Djinda (Star) - Purple

All students are welcome to wear their faction shirts on Fridays and on athletics days. The Faction Carnival is held during Term 3, usually Friday of week 8.



IMMUNISATIONS

Children must be fully immunised to attend Kindergarten unless eligible for exemption under special circumstances. The school requires a copy of immunisation records.

4 Years

Diphtheria, Tetanus, Pertussis, Poliomyelitis (DTP) Measles, Mumps, Rubella.

LATE ARRIVALS & EARLY DEPARTURES

Students arriving after 8:50am are required to go directly to the office to collect a late pass before going to class. Students needing to leave early must be collected by parents / guardians via the office and be recorded as having left the school.

LOST PROPERTY

KPS has two lost property boxes, one in the ELC and the other in the entrance to the Administration Office. Parents are asked to ensure all items are labelled. We also strongly discourage students bringing any money or items of value to school as we cannot be held responsible for them.

LIBRARY

KPS has a well equipped library stocked with fiction and non fiction books for all reading levels. All students attend the library one a week for formal borrowing, with additional books allowed over school holiday periods (except summer holidays). Items are expected to be returned after one week, however can be renewed if not 'on request'. If books are not returned within the term, parents will be charged for the replacement value of the book.

MEDICINE

The school aligns its processes and procedures with the Department of Education's Student Health Care Policy. If your child needs to take any medication whilst at school (either once off or ongoing), please complete the **Administration of Medication Form**, available from the office and as well as notify your child's teacher. **We cannot administer any medicine without written parental consent.**

Any students with a GP diagnosed condition such as asthma or anaphylaxis require a valid Health Summary Plan issued by the GP.

Asthma medication / puffers should be kept centrally in the medical office, not in students bags. All medicine is reviewed each semester to ensure it is in date. Parents will be contacted if medicine needs replacing.

MOBILE PHONES

Students are not permitted to use mobile phones, or smart watches, on school premises (gate to gate) for any reason unless supervised by a staff member and with permission.

The following rules apply:

1. Devices brought to school are at students' own risk. The school does not accept responsibility for them.
2. Mobile phones are to be kept in the student's bag at all times and must be switched off or on silent
3. Smart phone communication and notification alerts must be switched off.
4. Devices are not to be used to call home in an emergency. This is the duty of the school.
5. Devices are not to be used to call home in the event of a mishap at school or because belongings have been forgotten unless at a teacher's discretion and under the supervision of the teacher. These events are dealt with by the school. Parents will be informed of any events that have impacted on their child.
6. Devices are not to be used for any purpose which has not been authorised by the school.
7. Devices are not to be used to harass, bully or intimidate students, staff or anyone else at any time.
8. Breaches will be dealt with as per the school's Positive Behavioural Expectations Guidelines.

PARENTS & CITIZENS COMMITTEE (P&C)

KPS Parents and Citizens' Association (P&C) is an active group meeting twice per term. Comprising of elected members and observers, all parents are welcome to attend and participate. All agendas and minutes are available on the KPS website.

The KPS P&C undertake a variety of fundraising activities across the year including discos, quiz nights and special event stalls. All P&C funds are directed into the school to be used to support students, staff and the school community. The KPS P&C have an active Facebook page where parents are kept up to date.

PARKING, DROPPING & COLLECTING

Karrinyup Primary School is closely surrounded by residential housing on all perimeters. Traffic around the school is heavy during drop off and pick up times with care and patience required by all community members.

Please note the 40km/h speed zone and take care when moving off from the school after drop-off and pick-up. Students are NOT to cross the road to enter a vehicle or get into a "double parked" vehicle. Please ensure this information is passed onto anyone who may be collecting your child.

For your convenience a Kiss and Drive is located on Hampton Street in front of the staff car park and on Blackdown Way at the entrance to the Early Learning Block. These are clearly marked as 'Kiss & Drive ONLY'. **Please do not park** in these areas, they are for pick up and drop off only. Please observe and adhere to the parking restriction signs, respecting local residents and access to their driveways. Please do not park in the staff car park.

PERSONAL BELONGINGS

Students should not bring personal items such as jewellery, toys, games etc to school. Teachers cannot accept responsibility for loss or damage to this property. The Department of Education's insurance policy does not cover personal belongings.

PERSONAL ITEMS LISTS

During Term 4, parents are provided a list indicating stationery and classroom based items required for the following school year. Although the school has a recommended supplier, parents are not obliged to use this supplier. Stationery supplies should be regularly checked and replenished. All student materials should be clearly labelled, except in Kindy and PP where the items are shared. At the beginning of the school year, class teachers will provide more information about expectations, especially for the junior years.

PHYSICAL EDUCATION & PLAYGROUND ACTIVITIES

To support our Physical Education program at school, it is important students are appropriately dressed for activities. This includes appropriate footwear. Students are able to wear their faction shirts on Fridays only. All students are required to wear their broad brimmed hat when outside unless given permission otherwise. During winter, there may be "hat free days" dependent on the weather. Should the weather be extreme (rain or heat) teachers may provide alternative indoor / undercover options for students. All students must have their own labelled water bottles.



REPORTS

Formalised reports are issued via Compass twice a year at the end of each Semester (July and December). These reports are a summary of learning and assessment across the previous period. Personalised comments are provided against key areas of numeracy and literacy, with general reflections being provided by the class room teacher. Results and comments provided in the reports do not replace regular feedback, and should not be a surprise to parents. We encourage parents to contact their classroom teacher if they have any concerns about their children's progress throughout the year.

SCHOOL BOARD

The School Board oversees the school's Delivery and Performance Agreement of targets identified within the Business Plan and supports the Principal in the overall governance of the school. The School Board is comprised of elected parent/community members, elected staff members and the Principal. Parent support of the school's strategic directions is very strong; the School Board meets twice a term. More information about the Board can be found at www.karrinyupps.wa.edu.au/school-board-1

SICKNESS & ACCIDENTS

Students who are sick should not attend school. In fairness to other students, staff and to themselves, they will be more appropriately cared for if allowed to recover at home. Children feeling unwell during the school day will be sent home.

In the event of a student being sick or involved in a serious accident, parents will be contacted. The school does not have adequate facilities for minding sick students. Any changes in telephone numbers (home, work or mobile), addresses and emergency contact numbers should be recorded at school promptly.

There are a number of illnesses which require a child be excluded from school for a period of time. Some of the more common ones are Chicken Pox, Conjunctivitis, Diarrhoea, Impetigo, Measles, Mumps and Ringworm. If you have a sick child and are in any doubt whether they should attend school, please contact the school to discuss the matter. Information on communicable and infectious diseases can be found at www.public.health.wa.gov.au

STUDENT SUPPORT SERVICES

KPS has a School Psychologist whose role is to support teachers to provide educational learning advice for those students who may not be progressing or learning at an expected level. Please note the school Psychologist does not provide counselling services to individual students.

A School Chaplain is employed through Youth CARE and works from Karrinyup. Referrals are made through the office. This is a non religion appointment based in support, encouragement and safety.

UNIFORM & DRESS CODE

The KPS School Board has endorsed the reinforcement of all students adhering to the KPS Uniform Dress Code every day. Please note: Black pants / shorts / tights are **not** acceptable. Parents will be contacted if students are not meeting the standards expected and outlined below.

Hats	School logo broad brimmed hat
Polo Shirt	Royal blue, short or long sleeved with collar and school logo
Faction Shirts	Faction polo shirts with the school logo can only be worn on Fridays and Sports Days
Jacket	Royal blue zip up jackets
Jumper	Royal blue poly cotton fleece
Shorts	Royal blue, micro fibre or rugby knit
Skorts	Royal blue yoked skirt with bike pant leggings inside
Skirts	Royal blue pleated netball skirt. Sports briefs are recommended for girls to wear under skirts and dresses.
Track Pants	Royal blue fleece track pants
Dress	Light weight blue checked dress with school logo. Sports briefs are recommended for girls to wear under skirts and dresses.
Jazz Pants	Royal blue straight leg pants
KPS Leavers Polo & Jacket	Year 6 Students only. Royal blue marked 'Leavers' and worn with other school uniform items.
Tights / Leggings	Royal blue or navy
Jewellery	1 x pair studs, sleepers or a medic alert bracelet is the only jewellery permitted. Watches may be worn
Makeup	No makeup is to be worn. Clear nail polish is acceptable
Hair	Hair shoulder length or longer needs to be tied up with a simple hair tie, elastic or ribbon.

UNIFORM SHOP

The KPS Uniform shop is located within the undercover area and is run by parent volunteers. It has a range of new and second hand uniforms. It is open every second Tuesday from 2:45pm to 3:30pm, prior to the start of school in January and then fortnightly throughout the school terms.

The most convenient way to order new uniforms is via QuickClik <https://www.quickclik.com.au/> . Queries can be directed to kpsuniformshop2@gmail.com

VOLUNTARY CONTRIBUTIONS

Schools receive government funding to meet the school's basic educational requirements. Additional resources are purchased from Voluntary Contributions. At KPS parents are expected to pay their Voluntary Contributions each year to help provide the enriched curriculum the school offers all students.

Voluntary Contributions per child **\$60**

This equates to \$3 a day. Far less than your daily liquid refreshment of choice. If you buy just 1 coffee a day each day your child is at school you will spend \$1000 over the year. All we ask is \$60.

The \$60.00 Voluntary Contribution can be paid at the office or directly into the KPS bank account:
BSB: 016 350
ACCT: 3409 74776

P&C Voluntary Contributions

Each year the P&C requests a voluntary payment from families which helps provide much needed amenities for the school. The amounts are:

P&C Contributions for one child \$70
P&C Contribution for 2 or more children \$140

The P&C Contribution must be paid into the P&C General account:
BSB: 036 027
ACCT: 648 557