



2023 Parent Handbook

Welcome Message from the Principal

Welcome to Hannans Primary School!

It is an honour to have your child and family join our new, inclusive learning community. We invite you on a shared educational journey, where we value working in partnership with parents to create opportunities that are reflective of the needs of our students and wider community.

Our students are at the centre of everything that we do. At Hannans PS our team of skilled and engaged educators work together to promote and provide a diverse range of learning opportunities aimed at developing the whole child, with a focus on the academic, social, physical and emotional development of EVERY child.

Our school is one that fosters a sense of belonging for everyone. We celebrate and welcome members from all cultures and foster a positive and supportive learning environment through high expectations of student learning and behaviour.

This handbook was developed to provide easy access to relevant information to support families as they transition into our new school environment. We welcome any feedback that could enhance this process to ensure that this is a positive experience for students and their families.

Denyse Delfs
Principal

WE BELIEVE EVERY CHILD CAN LEARN WHEN:

- They are engaged in meaningful, purposeful, student-centred activities that are developmentally appropriate.
- They are given opportunities both to work independently and collaboratively with others;
- They are respected and included in decision making about their own learning. Their voices are important.
- They understand the intention of a learning experience and take responsibility for engaging in their learning;
- We provide constructive feedback that drives improvement and encourages dialogue and reflection around learning;
- They feel valued and supported in a safe and inclusive environment that recognises their individual differences and enables them to take informed risks and learn from the results;
- Positive relationships are created and maintained with all stakeholders who are part of the school community;
- Our teaching practices and methods are based on current research about effective pedagogies;

We want our students to be resilient, kind and to strive for excellence.

Contents

Welcome message from the Principal.....	3
We believe every child can learn when.....	4
SCHOOL ESSENTIALS	7
General Information	7
2022 Term Dates.....	7
School Hours.....	8
ENROLMENT AND ADMINISTRATIONS	9
Enrolment Information	9
School Payments	11
Leaving School Early.....	11
School Visitors.....	11
EARLY CHILDHOOD - KINDERGARTEN	12
Kindy Groups.....	12
Your Child's First Day	12
Play to Learn	13
Early Years Learning Framework	13
SCHOOL COMMUNITY	14
Communication Protocols	14
Parents & Citizens Association (P&C)	15
School Board.....	16
Student Leadership.....	16
Whole School Events and Assemblies	16
TEACHING AND LEARNING	17
Curriculum	17
Specialist Programs.....	17
Assessment	19
Homework	19
Factions	19
Library	20
Personal Items - Booklist.....	20
Reporting to Parents.....	20
Students at Educational Risk.....	20

PROCEDURES AND POLICIES	21
Accidents and illness	21
Allergies	21
Attendance	21
Birthday Celebrations	22
Behaviour and Bullying	22
Canteen	23
Communicable diseases	23
Dental Therapy Centre	23
Dogs and other pets on school grounds	23
Emergency Procedures	23
Excursions and Incursions	24
Lost Property	24
Medical procedures and conditions	24
Mobile Phones and Electronic Devices	24
Out of School Care	24
Personal Belongings	25
School Health Checks	25
School Uniform and Dress Code	25
Smoke Free School	26
Sun Smart	26
SCHOOL SONG	27
SCHOOL MAP	28

SCHOOL ESSENTIALS

General Information

Principal:	Mrs Denyse Delfs
Deputy Principals:	Mrs Danielle Brooks and Mrs Lisa Young
Manager Corporate Services:	Mrs Sharleen Cullen
Corporate Services Officer:	Mrs Nikki Smith
Address:	Nankiville Road, Kalgoorlie, WA, 6430
Telephone:	9068 5300
SMS:	0409 299 194
Email Address:	Hannans.ps@education.wa.edu.au
Website:	www.Hannansps.wa.edu.au
Facebook:	https://www.facebook.com/HannansPS
Office Hours:	Monday to Friday 8:00am - 4:00pm (during school terms)

2023 Term Dates

Semester 1	
Term 1	Wednesday 1 February – Thursday 6 April
Break	Friday 7 April – Sunday 23 April
Term 2	Monday 24 April - Friday 30 June
Break	Saturday 1 July – Sunday 16 July
Semester 2	
Term 3	Monday 17 July - Friday 22 September
Break	Saturday 23 September - Sunday 8 October
Term 4	Monday 9 October - Thursday 14 December

Public Holidays

Monday 6 March (Labour Day)
Friday 7 April (Good Friday)
Tuesday 25 April (Anzac Day)
Monday 5 June (Western Australia Day)

School Development Days

Students do not attend on these dates:

Monday 24 April (Day 1, Term 2)
Monday 17 July (Day 1, Term 3)
Monday 9 October (Day 1, Term 4)

School Hours

Whole School	
<i>School Gates</i>	8.15am
<i>Classrooms Open</i>	8.30am
<i>Instructional Time Begins</i>	8.45am
<i>Recess</i>	10.30am
<i>Lunch</i>	12.30pm
<i>Classrooms Finish</i>	2.50pm

For duty of care and the safety of children, please ensure your child does not arrive before 8:15am in Year 1-6 and 8:20am in Kindy and Pre-primary. Ideally, children should arrive when classes open at or just after, as this will give them time to organise their personal belongings for a smooth start to the day.

All children are expected to leave school grounds promptly after the end of the school day, unless enrolled in after school care or after school activities. This will provide safety and duty of care for all children.

ENROLMENT AND ADMINISTRATIONS

Enrolment Information

All enrolments are processed by the school's Administration. To enrol at Hannans Primary School there are a number of eligibility requirements and families are required to attend and enrolment interview with either a Deputy Principal or Principal prior to commencement.

Resident in the Local Intake Area

The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Pre-primary to Year 6) in their local school. Hannans Primary School is designated as a Local Intake School. The school has places for students in Years PP – Year 6 whose usual place of residence is within the boundaries of our local intake area as have been determined by the Department of Education. We require parents/carers to provide documentary evidence of the students' legal name, age, proof of address and current Family Court Orders, if applicable, at the time of enrolment. Families that do not reside within the catchment area are still welcome to complete an application and approval will be at the discretion of the Principal, based on class numbers.

Special Needs

Parents/carers of students with special needs are asked to contact the school, at the time of enrolment, to discuss their child's unique requirements. This will ensure that the most appropriate program is put in place to meet the needs of their child.

Kindergarten Enrolment

Children can start Kindergarten when turning four years old by 30 June of the year they attend, if they are up to date with their immunisations. Applications for Enrolment in Kindergarten are accepted according to the following criterion:

- Children living in the intake area of the school and who will have a sibling enrolled at the school
- Children who live in the intake area of the school but will not have a sibling at the school
- Children who live outside the intake area of the school and who will have a sibling at the school
- Children who live outside the intake area of the school and who will not have a sibling at the school. Kindergarten is non-compulsory schooling, and the enrolment process completed for Kindergarten only covers that year.

Pre-primary

Pre-primary is the first compulsory year of schooling and children attend five full days per week. Children commence Pre-primary when turning five years old by 30 June of the year they attend.

Access Restrictions

Parents/carers are reminded that the School Education Act 1999 obliges parents/carers to inform schools of any Family Court Orders or other orders which are applicable to their children. The school must sight the original documents and all details are treated in the strictest confidence. Any changes to orders must be provided to the school as soon as possible.

Immunisation Records

The school must sight a recent (printed within 2 months) copy of each student's AIR History Statement (immunisation records) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

Overseas Students

Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment. Students born overseas, who are Australian Citizens, must present their passport. Some students on visas will be required to enrol through TAFE International WA.

Proof of Address

A current utility bill as well as either, a lease agreement (with a minimum of 6 months tenancy from date of enrolment), or rates notice must be provided as evidence of current residential address in our local intake area.

Student Records/ Information

It is important that parents/carers advise the school immediately if there are changes of address, telephone number, emergency contacts or medical details. This will ensure that the welfare of all students is given the highest priority, especially in times of urgency.

Administration

Contributions

A voluntary payment requested from parents towards the cost of materials, services and facilities used by K-10 students in the educational program. The current cost is \$60 per student per annum. This charge is listed on the booklist and can be paid at this time or will be invoiced during the year.

Financial support provided by parents has always played an enabling role in the provision of resources that extend the school's capacity to add value to students' learning experience. Whilst contributions are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

Extra Optional Charges

Voluntary courses and activities where an election is made by the parent to participate. The participation of a student in an extra cost optional component is conditional on payment of the costs of that component by the due date.

The determination of charges for extra cost optional components is to be viewed as an upper limit. Participation in these components is voluntary, but a charge is payable if the student opts to participate. These anticipated charges are communicated through our Contributions and Charges schedule.

School Payments

Cash can be placed in the School Payment Collection Box located inside the Administration Office for processing. Please place the money in a sealed payment envelope (spares are available in the Administration Office foyer) with your child's name, the amount of money enclosed and the purpose clearly stated on it. The participation of a student is conditional on payment being received by the due date. We accept cash, EFTPOS or direct deposit payments.

Payments to the School:

- EFTPOS
 - Cash
 - Direct Deposit
- BSB: 016 710
Account: 340915266
Account Name: Hannans Primary School
Description: Use student's full name e.g., TOM SMITH

Leaving School Early

Parents collecting their children during the school day are required to sign them out at the Administration Office. A printed pass will be provided to the parent/carer, which needs to be presented to the teacher prior to the children being released from class. It is vital that when enrolling children, the names of all people authorised to collect children from school are listed on the enrolment form. To ensure the security of all children, you may be asked for identification at the time of pick up. In the interests of child protection, no child will be permitted to be picked up by an unauthorised person.

Parent/Carer Assistance

Parents or visitors are required to sign in and out at the front office on arrival. Class teachers may also request parent/carer assistance in classrooms and with school activities. This help is always very welcome. Contact your child's classroom teacher or watch for items in the school newsletter requesting assistance with special school events.

In some cases, there may be a need to obtain a Working with Children Card (WWCC). Information on these requirements is also available from the Administration Office.

School Visitors

All visitors to the school are required to sign in and out through the Administration Office.

An identification pass will be issued clearly identifying you as a visitor. You are required to carry this with you whilst on the school grounds during school hours. This is a Department of Education requirement.

Working with Children Check Cards are to be provided by anyone over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom.

Please see the Administration Office or visit the Working with Children website <https://workingwithchildren.wa.gov.au> if you require further information. An application can be obtained from an authorised Australia Post outlet.

EARLY CHILDHOOD - KINDERGARTEN

Our Early Childhood team create rich learning environments that are connected to children's needs, talents, and interests. We deliver an age-appropriate program that incorporates play-based exploration and explicit instruction. This encourages the development of student wellbeing, their capacity to learn and share ideas and allows each child to be recognised as a unique individual.

Kindy Groups

Red Crew	Monday, Thursday and Alternate Wednesday
Green Crew	Monday, Thursday and Alternate Wednesday
Blue Crew	Tuesday, Friday and Alternate Wednesday

Alternate Wednesday sessions will operate for all Kindergarten students for the duration of the year. Please see Kindy Semester Timetable for further details.

If you need to come into the school during the day you must enter or exit through the Administration Office.

Drop off

Our Kindy and Pre-primary gates open at 8:15am with classrooms opening at 8.30am. We encourage you to stay and read or complete an activity with your child. Being on time each morning provides a great start for both students and teachers.

Pick up

Department of Education policy states that Kindy children must be dismissed to a responsible person. Please collect your child promptly at 2.50pm, as they may become upset if left waiting.

Your Child's First Day

Please bring your child into the classroom and say hello to the staff. After the staff have shown your child where to put their bag and lunch please take them for a walk around the classroom and point out where the toilets are. Settle your child with a puzzle or book, say "goodbye" and then leave. If they are unsettled for a length of time, we will make contact with you to discuss the situation.

Children Need to Bring

- A large bag that can hold work and other items to be taken home.
- A piece of fruit, vegetable or healthy food, e.g. cheese, to be eaten at recess time. Please pack separately to lunch. Please be aware that some children may have severe food allergies. Nuts and nut based products should not be brought in to Kindy. Teachers will advise you of any other foods to be avoided due to allergies if necessary.
- Please pack your child a healthy lunch in a labelled lunch box. You may also like to include a frozen ice pack to ensure lunch stays cool and safe to eat. Uneaten food will be sent home so you can monitor your child's food intake at school.
- A library bag.
- As some activities can be messy as well as educational, please provide a change of clothes in case of an 'emergency'.
- A sunhat to be kept at school.

Items to save and collect

Magazines, newspapers, feathers, computer paper, greeting cards, envelopes, bark, gumnuts, corks, wrapping paper, material scraps, wool scraps, beads, ribbons/lace, tinsel, ice-cream containers, margarine containers, old dress-ups and all shapes and sizes of boxes.

Please ensure all items are cleaned before donating to the Kindy. For hygiene reasons we are unable to accept toilet rolls.

Parent Roster

Parents are invited to attend on a regular basis through a voluntary roster system. To allow the children time to settle into the routines of Kindy, the Kindy parent roster will not begin until Week 6, Term 1. Younger siblings are welcome to attend however they remain in the parent's duty of care and responsibility. The roster will be posted on the board outside the Kindy classroom.

Play 2 Learn – Pre-Kindergarten Program

Nurturing a world full of fun and creativity. Your child will be given the best start to their education by joining our Pre-Kindergarten program, providing opportunities for children to play, learn, grow and explore. Learning experiences are carefully designed to foster social, language, and cognitive development in very young children.

Families have the opportunity to;

- Get to know the school community and build relationships with other families.
- Seek advice from early childhood developmental specialists.
- Support their children to develop a love of learning by engaging their natural curiosity through play-based learning.

Applications open at the beginning of each school year and the program runs one morning a week during school terms. Parents are required to attend with children.

The Early Years Learning Framework for Australia

Information for families

The Framework focuses on your child's learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child's interests and abilities and keep in touch with your child's progress.

Through the Framework's five learning goals educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- effective communication skills

Working together

By working together parents and educators can enhance a child's learning and wellbeing. As the most important person in your child's life you can make a difference by talking regularly with your child's early childhood educator and asking about their learning. Information you provide allows educators to link your child's experiences at home with the time they spend together in the early childhood setting.

SCHOOL COMMUNITY

Communication Protocols

Hannans Primary School supports that effective communication is the key to success in building positive home school community relationships.

Here is a brief outline of communication at Hannans Primary School:

	School Staff	Parents and Caregivers
Compass	Used by school staff to share messages, newsletters and other updates, information and documents.	Parents can use to notify past, present and future absences, order photos, update contact details, view attendance records, contact classroom teachers and access various forms of support.
Email	School staff may email community members when appropriate.	Parents can email the school email (Hannans.ps@education.wa.edu.au) with general enquiries, such as enrolments.
Facebook	Used by the school to promote events, programs and initiatives, and will often redirect people back to our website. The Facebook page will be monitored infrequently, so please contact the school directly if you have an urgent matter.	Parents can view, like and comment on upcoming and past event pages, programs and initiatives. The Facebook page will be monitored infrequently, so please phone the school directly. Any inappropriate comments will be deleted from the page.
Newsletter	Used to promote general school initiative, events and celebrate student success. A notification will be sent to parents informing them a newsletter is available on our website.	A document that can keep with community up to date with past and present events, and school/class initiatives.
Phone	Used by staff to contact parents or caregivers in an emergency, as a result of sickness or injury and when important information needs to be communicated about your child, their wellbeing and academic progress.	Used by parents to notify the school about changes in contacts or circumstances, request an appointment (please be aware that teachers are unlikely to respond during instructional time) or communicate an urgent message to their child.

Seesaw	Used by classroom teachers for students to save and share work/photos with their family. Teachers can also message parents directly to celebrate success or ask questions.	Parents can communicate directly with the classroom teacher by the form of a message to share important information or messages. Parents can also view and comment on their child's work as it is shared.
SMS	Used by staff to send out reminders and to notify parents of unexplained absences.	Used by parents to notify the school of a student absence.
Website	Updated comprehensive information and documents relevant for current and prospective parents. This includes policies, enrolment forms, booklists, newsletters, annual reports and upcoming events.	First place for parents to gather general school information, event updates and relevant documents/forms. If you are unable to locate what you need, please call the school directly.

Concerns

If you feel you have cause for concern about any aspect of the school's activities, please let your child's teacher know first, then refer to a Deputy Principal or Principal if still unsure. If other parents talk to you about anything to do with the school that they are not happy about, tell them to come in and let us know. No problem can be solved if we don't know of its existence. Early knowledge of concerns can often resolve problems quickly. Our Code of Conduct outlines the protocols for such instances.

Messages

At class meetings at the beginning of the year, teachers will inform parents of the best way to contact them. Parents may forward messages to teachers in note form. Telephone messages to children during the school day should ONLY be requested on an EMERGENCY basis.

Please ensure you discuss pick up arrangements with your child before school to save confusion and distress at the end of the day.

Parents & Citizens Association (P&C)

The P&C is a great opportunity for parents, teachers and community members to support the learning and infrastructure of the school. Meetings are held twice per term. A notional membership fee of \$1 is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings. Funds raised by the P&C contribute to the funding of programs and facilities within the school, which makes for a better educational experience for our kids! To find out more contact the school on: Hannans.PS@education.wa.edu.au

School Board

The School Board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to quality school governance and that the community expectations and the school's priorities reflect the needs of the students.

The functions of boards are covered by legislation and include both approval and advisory roles. Some of the matters boards may make decisions on include the Schools Business Plan, fees and charges, book lists, sponsorship and dress codes. Boards make these decisions with the principal who ensures the decisions adhere to legislative and policy requirements. Principals also seek the advice of boards so as to understand local community views. The board does not intervene in the control or management of the school. This is the role of the Principal. If you are interested in becoming a Board member please contact the school or visit the school website for more information.

Student Leadership

Students are encouraged to take on leadership roles during all their years at school. Your child will have the opportunity to be a leader within their class and have various roles in the classroom throughout the year. These opportunities and jobs will build their skills with time management, organisation and responsibility, laying the foundation for future leadership roles as they grow older.

In the older years, students will have many opportunities to be a formal leader in different areas. These students will be nominated and voted on by their peers and school staff.

Whole School Events and Assemblies

Assemblies will be a feature of our whole school activities program and be linked to our school values and vision. A schedule of assemblies will be published in Term Planners and promoted electronically. In addition, many other events to promote parent and community involvement and celebrate student learning and good behaviour and attendance will be a feature of our school.

For 2023, assemblies will be held on Friday mornings at 9am. Parents are encouraged and welcome to attend.

TEACHING AND LEARNING

We aim to foster an inclusive and supportive learning environment while delivering excellence in education.

5 Givens for Every Learning Environment:

1. Strong relationships
2. High expectations and excellent classroom practice
3. Appealing classroom environments
4. Positive classroom tone
5. Quality feedback to students

3 Imperatives of Student Engagement and all staff will ensure that:

1. Students are safe, have trust, respect and feel valued
2. Students have learning at their level
3. Students have friends at school

We implement evidence based whole school approaches, which integrate strong cultural perspectives, making teaching and learning at Hannans Primary School inclusive, supportive and individualised.

The Pre-primary to Year 10 Western Australian curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which schools will use to plan student learning programs, assess student progress and report to parents.

Curriculum

The Western Australian Curriculum encompasses ACARA's Australian Curriculum English, Mathematics and Science. In addition, year-level syllabuses for Humanities and Social Sciences, Health and Physical Education, Technologies, The Arts and Languages remain broadly consistent with the Australian Curriculum but have been contextualised to make them more suitable for Western Australian students and teachers.

Belonging, Being and Becoming - The Early Years Learning Framework describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school.

Specialist Programs

Languages - Mandarin

Learning Languages enables all students to communicate proficiently in a language other than English by providing students with essential communication skills in that language, an intercultural capability, and an understanding of the role of language and culture in human communication. Our Mandarin program is delivered online and supported by an onsite specialist teacher.

Physical Education

Integral to our Physical Education program will develop the acquisition of movement skills, concepts and strategies to enable students to confidently, competently and creatively participate in a range of physical activities in various contexts and settings. Students will learn about how the body moves; how to approach and resolve challenges; how to optimise movement performance; and the benefits of physical activity to themselves, others and communities. Through movement in a variety of contexts and settings, students acquire, practise, manage and refine personal, interpersonal, social and cognitive skills.

Science

Our Science program will reflect the needs and interests of a contemporary community, one that is quickly evolving through rapid advances in science and technology. This brings new and exciting teaching and learning opportunities. We will work in partnership with the community to develop and deliver both innovative Science, Technology, Engineering and Mathematics (STEM) programs; and programs that promote Sustainability. Through these programs, we aim to equip our students with the skills necessary to utilise a range of technologies to enhance student learning; whilst fostering critical thinking, communication, collaboration and creativity.

STEM

STEM provides students with practical opportunities to use design thinking and to be innovative developers of digital solutions and knowledge. The subject helps students to become innovative creators of digital solutions, effective users of digital systems and critical consumers of information conveyed by digital systems. Digital systems support new ways of collaborating and communicating, and require new skills such as computational and systems thinking. These technologies are an essential problem-solving toolset in our knowledge-based society.

Visual Arts

Visual Arts students engage with the knowledge of visual arts, develop skills, techniques and processes, and use materials as they explore a range of forms, styles and contexts. Learning in and through the Arts allows students to create visual representations that communicate, challenge and express their own and others ideas as artist and audience. Learning in Visual Arts involves students making and responding to artworks, drawing on the world as a source of ideas.

Assessment

There are 6 principles of Assessment at Hannans Primary School:

1. Assessment is an integral part of Teaching and Learning
2. Assessment should be educative
3. Assessment should be fair
4. Assessments should be designed to meet their specific purposes
5. Assessment should lead to informative reporting
6. Assessment should lead to school-wide evaluation processes

Reporting to Parents

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important process for our school. A variety of methods are utilised each term to keep parents informed about their child's progress.

Parent and carers will receive formal reports twice a year that comply with the Department of Education requirements to:

- Give an accurate and objective assessment of the student's progress and achievement;
- Include an assessment of the student's achievement reported as ABCDE scale, clearly defined against specific learning standards and relative to the student's peer group.

Parents and carers are encouraged to discuss their child's progress throughout the year by making an appointment with their child's teacher. Making an appointment will ensure sufficient time, attention and privacy for all involved.

Homework

At Hannans Primary School we encourage parents to read regularly with students, encourage them to write lists / keep a journal / draw, answer their questions, encourage opportunities to become part of clubs, afterschool sport, swimming lessons and visit different places and play outside. Homework for primary school children should consider the child's context, so a balance of play, rest, exercise and consolidation of learnt knowledge and skills can be achieved.

In the early years, homework should largely be informal and quick activities that consolidate learning. As children move towards the upper primary years, they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

Factions

Our faction names were established when the school commenced in 1992 to reflect the mining industry's prevalence within our community.

Diggers: Yellow

Crushers: Blue

Blasters: Red

Drillers: Green

Library

Our Library is an engaging, stimulating centre, fostering both formal and informal learning opportunities.

The Library is open during lunchtimes when staff are available to supervise students. All classes have rostered Library borrowing time. Children must have library bags to protect school library books from damage or loss. Books and equipment that have been damaged or misplaced will be charged to your child's account. Parent assistance is appreciated when books need to be covered and during class library periods. Please contact the school Administration Office if you would like to be part of the volunteer roster.

Personal Items – Booklist

Parents are asked to provide a number of consumable items, which should be replaced as necessary. To make the purchasing task easier, and in an attempt to gain some uniformity in materials, bulk order facilities have been organised through a local business, Office National. Collection and payment details are advertised on the rear of the booklist. You are encouraged to pay your Parent Voluntary Contribution through the supplier at the time of filling the booklist and the supplier then forwards this component directly to the school on your behalf.

Students at Educational Risk

Hannans Primary School is committed to identifying students at risk and addressing the needs of students as early as possible to ensure that every student achieves to their full potential. The term 'At Educational Risk' refers to a student who may not achieve his/her potential for a variety of reasons and each student has the potential to be at risk at different stages throughout their school life.

The school has established an experienced Student Services Team that comprises of school administrators and the school psychologist. The Student Engagement Team supports a three-tiered response to intervention that will target the needs of our students. Working with families and external agencies, we will provide opportunities for all students to learn and achieve their full potential.

PROCEDURES AND POLICIES

Attendance

The School Education Act 1999 requires children of compulsory school age to attend school (applies to all students from Pre-primary). When a child is unable to attend, legislation requires that parents/caregivers forward written notification providing a reasonable cause for the absence of their child. Please note that a telephone message beforehand is encouraged if the absence is anticipated.

The school uses an SMS messaging service which, on every school day at approximately 10am, will automatically send a text message to a parent or caregiver if a child is marked absent without explanation. Parents are expected to respond to these messages. When an explanation is not provided to the Principal within three days of the original day's absence, the class teacher may send a letter requesting an explanation.

The Department of Education classifies any student below 90% as an attendance risk. The school will work with families who fall below this percentage on an individual case management basis. Supports may include individual attendance contracts and home liaison visits by an attendance officer.

Family holidays during school terms are not encouraged. School holiday periods provide a considerable amount of time for families to enjoy holidays. Absence during school terms may disrupt children's learning and their social development with friends. A written note, providing start and end dates and reasons for the holiday, is to be forwarded to the Principal.

Our teachers work hard to provide in class education and will not be able to provide additional personal vacation work should you choose to take a holiday during term.

Regular absences of 1 or 2 days per week has a huge impact:

When your child misses just...	that equals....	which is.....	and over 13 years of school that is....
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 and ½ years
1 day each week	40 days per year	8 weeks per year	Nearly 2 and ½ years
2 days each week	80 days per year	16 weeks per year	Over 5 years
3 days each week	120 days per year	24 weeks per year	Nearly 8 years

Accidents and Illness

In the event of a child being sick or having an accident at school, one of the parents or carers will be contacted if possible. All parents and carers are asked to ensure that the school has an up-to-date contact phone number, address and emergency contact details, so contact can be made without delay.

In the event of a serious accident where parents cannot be contacted, an ambulance may be called (note the expense for this action is to be met by the family not the Department of Education).

Important: Please note that if your child may be (or is) ill with any infectious condition, including colds and stomach ailments, they should not attend school and they should return to school only when fully recovered. The risk of cross infection in schools is very high despite the best efforts of staff and students.

When in doubt, please keep your child at home and if necessary, seek medical advice.

Allergies

Hannans Primary School is a Nut Aware School. We acknowledge that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore, we have opted to be a 'Nut Aware' which means:

- Please do not send nuts or nut products to school for your child's recess or lunch.
- No nut products to be included in food on special days i.e. birthday cakes, or in any cooking activities at school or on school camps.
- Staff will supervise students eating at recess and lunch time. Students will be encouraged NOT to share food.
- Staff have participated in training for understanding and dealing with Anaphylaxis.
- All staff are made aware of specific students via their Medical Plans including photographs, emergency response planning and medication advice.

Please alert the school to any allergies that your child/children may have on enrolment so we can implement the appropriate plan to support them.

Behaviour

Hannans Primary School is committed to meeting the behavioural and social-emotional needs of individuals, whilst recognising the rights of others in a safe, caring and positive school environment.

Our Responsible Behaviour Plan focuses on engaging students in a positive manner, through a tiered response that aims to cater for individual student needs. A part of this policy is the behaviour policy that includes teaching, rewarding and reinforcing desirable behaviour, and providing appropriate support as required. It provides clear school and classroom behaviour expectations with fair and appropriate consequences which are applied consistently and equitably.

Bullying is not tolerated at our school. Children are encouraged to report all acts of bullying so that action can be taken. The Responsible Behaviour Plan includes a section on bullying – how to prevent it, and how we respond to it.

Birthday Celebrations

Your child's special day is important to us and we want to help them celebrate. Staff will not be able to cut cakes, so it is suggested that you may provide allergy aware cupcakes or individually wrapped items.

Canteen

A regular on-site canteen service is available. The canteen is open Monday, Tuesday, Thursday and Friday. Orders can be made at the counter and through the online platform of Flexischools. Information about how to register for this and our most current menu are always available on our website.

Communicable diseases

The Communicable Disease Guidelines provided by the Western Australian Health Department state that the following common ailments require exclusion from school:

Disease:	Length of exclusion:
Chicken Pox	At least 5 days after vesicles (rash) appear and until vesicles have formed crusts.
Conjunctivitis	Until discharge from eyes have ceased.
Hand, Foot and Mouth Disease	Until vesicles have formed crusts that are dry.
Head Lice	Until lice and eggs (nits) are killed and hair is clean.
Impetigo (School Sores)	For 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Influenza	Until symptoms are resolved.
Mumps	For 9 days after the onset of salivary gland swelling.
Ringworm	Until persons have received anti-fungal treatment for 24 hours.
Rubella (German Measles)	For 4 days after onset of rash.
Scabies	Until the day after treatment has commenced.

Parents will be asked to collect their children if they are suspected of having an infectious disease and to seek medical advice. The school may request a medical certificate confirming the child is safe to return to school.

Dental Therapy Centre

The school has access to a Dental Therapy Centre at nearby North Kalgoorlie PS. This provides a free on-ongoing dental service for children attending school from Pre-primary onwards. The aim of service is to improve the oral health of children through education and instruction about teeth, gums and good dietary habits. Treatment provided may include permanent or temporary fillings, fluoride treatment, fissure sealants, x-rays, extractions and clearing of teeth. Any specialist treatment required is not covered by this service; in these instances, referrals will be issued to parents.

Dogs and other pets on school grounds

To ensure the safety of all members of the Hannans Primary School community, we require that dogs and other pets do not enter school grounds, with the exception of service dogs or dogs visiting as part of educational programs with approval by the Principal. We thank all of our parents and community members in advance for respecting these guidelines.

Emergency Procedures

The school has clearly documented emergency procedures. All staff are taken through these at induction and drills are conducted regularly throughout the school year to ensure that staff and students know what to do in the event of an emergency.

Excursions and Incursions

Educational excursions and incursions play an important part in the learning program of all classes. Written permission is required for all excursions and failure to return the excursion permission slip will prevent the child from participating. This procedure is strictly adhered to for safety and legislative reasons. It is desirable that all children participate in planned excursions and incursions that form part of the education program at school.

The school will publish our Contributions and Charges schedule each year which provides details for the expected maximum expenditure that each year level may incur.

Lost Property

All found unlabelled items, such as clothing, will be placed in the lost property basket, located in the Undercover Area. Students and parents are welcome to look there at any time to recover lost items. We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us in returning items.

Children are asked not to bring along valuables such as mobile phones, jewellery, toys or unnecessary money that might be lost or damaged during school hours. No responsibility will be accepted for valuables of this nature.

Medical procedures and conditions

Please advise the office if your child suffers from a condition that requires our attention and support. This includes conditions such as asthma, allergies or other medical conditions. It is important that you provide the school with an Action Plan provided by your family doctor if your child has a known medical condition. A confidential record of students with specific conditions is maintained within our electronic records system.

It is preferable that prescription and non-prescription medication is administered to your child at home before and after school. However, we acknowledge that medication may be required to be administered whilst your child is at school. If this is the case, you must complete the appropriate Health Care Plan which can be obtained from the front office.

Mobile Phones and Electronic Devices

In October 2019, the State Government announced a new Student Mobile Phones in Public Schools policy to take effect from the start of Term 1, 2020. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this period.

Students are not encouraged to bring mobile phones to school. However, where parents require that their child carries one to and from school it must be given to a school officer at reception before 8:30am. It can be collected at the end of each day. The use of mobile phones is not permitted during school hours. School staff will contact families whenever necessary, and parents can contact the front office if they need to urgently get in touch with their children. Neither the school nor the Department of Education will accept any responsibility if mobile phones or electronic devices are lost, damaged or stolen.

Out of School Care

There are a two of Out of School Care options available to families of Hannans Primary School. Both provide a bus pick up and drop of service.

YMCA: 9021 1035

Goldfields Out Of School Care: 9021 4035

Personal Belongings

Children are asked not to bring along valuables such as mobile phones, jewellery, electronic toys or money that can be mislaid or damaged during school hours. No responsibility will be accepted for valuables of this nature.

School Health Checks

From time to time, members of the School Health Services carry out checks and examinations of children. These primarily relate to hearing and eye tests. Parents and carers will be notified of when these visits occur.

School Uniform and Dress Code

A School Dress Code

- Assists in building a school identity
- Promotes school and team spirit
- Encourages equity between students by reducing peer pressure
- Contributes to student safety, comfort and well-being

Considerations

- Parents/carers and staff should provide ongoing support and encouragement to children to adhere to the dress code
- The procedure for children who do not follow the dress code will entail a discussion between the Principal and family on an individual basis
- There is an expectation that children from K – Year 6 will follow the School Dress Code

General

- All items should be named
- All long hair is to be tied back for health and safety reasons
- Faction T-shirts are available but optional for wearing on Sport and Carnival Days
- The Principal approves variations to the Dress Code to enable religious beliefs to be met

Uniform

All uniform items including school and sports clothing, bags, and hats are available from our P&C run Uniform Shop. The uniform shop is open every Tuesday and Friday morning and afternoon during the school term, from 8.40 am – 9.00 am and then from 2.30pm – 3.00pm.

The Years K – 6 uniform list can be found on our website.

Footwear

- Sports shoes, joggers or sneakers
- Fitted sandals with low heels and back straps
- School shoes or boots
- Footwear must be always worn. Thongs and other open footwear should not be worn to school for reasons of safety

Cosmetics/Jewellery – all years

- No cosmetics, including nail polish
- No jewellery other than earrings – sleepers or studs and watches
- For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer
- All articles of clothing should be clearly marked with the student's name

Smoke Free School

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds or near school gates.

Sun Smart

Hannans Primary School is a Sun Smart school for the safety of all children. All students must wear a hat when engaging with activities outside of the classroom all year round. This includes recess, lunch, physical education and other outside activities. Please ensure your child's hat is clearly labelled with your child's name.

Children without hats will be supported by playing in designated shaded or undercover areas.



HANNANS PRIMARY SCHOOL SONG

Verse 1

In 1992, a school for me and you
Was built in a place called Hannans.
There was a dusty storm, then H.P.S. was born,
The best school in the fields.

Chorus

We always strive for excellence, honesty, intelligence,
One hundred percent in everything we do.
We're in blue and green, the greatest team
You've ever seen
Hannans Primary School, we love you.

Verse 2

We take pride in our sport, on the oval and the court,
We hold our heads up high.
We play really fair and we have a certain flair,
What we touch is sure to turn to gold.

Chorus

Verse 3

One day in '96, the flames lit up the bricks,
But that didn't bring us down.
We struggled, we fought, and with local support,
Hannans, the great, the excellent was reborn.

Chorus

