Dear Parents / Guardians

We hope you will find this A – Z Information Booklet helpful in answering any questions concerning Phoenix Primary School. Please do not hesitate to contact the school if you have any other queries.

ASSEMBLIES
An assembly is held every second Monday starting at 8.55am. Each class is rostered to host one assembly a year and provide a class item at it. At the conclusion of the assembly parents of participating students are invited to join the class teacher in the staff room for a cup of tea or coffee. The Associate Principal will take the class until the class teacher returns.

The basic format is:
- Welcome
- Lord’s Prayer
- School Reports
- Item
- Presentation of Merit Awards
- Principal’s Address
- Community Singing
- National Anthem

Merit Award winners are photographed after the assembly for the school newsletter.

BEGINNING OF THE SCHOOL DAY
Students are encouraged to arrive at school at 8.30am and go straight to their classrooms. Students are asked to not arrive at school earlier than 8.30am.

Bell/Siren Times
- 8.45am: Start of school
- 10.25: Recess
- 10.50: Recess ends
- 12.20: Lunch
- 12.30: Lunch second bell
- 12.55: Lunch ends
- 3.00: School ends

BEHAVIOUR MANAGEMENT IN SCHOOLS POLICY (BMIS)
A specific BMIS policy has been developed to cater for the needs of Phoenix Primary School. It relates to classroom and playground behaviour. Your child’s teacher will outline their class behavioural policy during the parent/teacher meeting at the beginning of the school year. A copy of the BMIS policy can be obtained from the office.

CODE OF BEHAVIOUR
The school community has agreed that students must:
- Obtain permission to leave school grounds during the day.
- Consider the safety of others when playing games. Do not throw sticks, stones or other objects likely to cause harm.
- Walk on verandas or in designated areas. These areas are not for running or noisy games.
- Play in allotted areas. Do not play in toilets or wet areas.
- Wear a hat to play.
- Only play non-violent games in school. Fighting and rough games where physical contact is required are not allowed.
- Only enter or remain in a classroom during non-teaching time if a teacher is present.
- Leave personal toys, mobile phones, ipods (etc) and sports equipment at home.
- Keep the school in a neat and tidy condition. Ensure that items brought to school will not cause damage to the environment. Do not bring things such as chewing gum, permanent markers or sharp objects.
- Preserve our trees by not climbing them, or pulling bark or leaves from them.
- Ride bicycles or scooters only to and from school. They are to be stored in the caged area behind the library during school time. They are not to be ridden on the school grounds, except as part of official supervised programs.
- Only use playground equipment during morning recess and lunch breaks, not before or after school.
- Try to arrive at school no earlier than 8.30 a.m. If they must, students should congregate in the old undercover area to be supervised until teachers arrive.
- Only spend their money on themselves, not buying ice creams or other items for others at the canteen.
- Follow the school dress code.

**BICYCLES**

Bikes and scooters are not to be ridden on school grounds for the safety of all. Children are to walk.

**BOOKLISTS**

Please see Personal Items Lists.

**CHOIR**

The school choir consists of students from Years 4 – 7. Performances are held throughout the year at a variety of venues. A choir shirt is provided to students to wear during performances.

**COMMUNICATION**

*Teacher/Parent:*

It is important that there be close communication between teachers and parents. Avenues for this communication are:

1. Parent/Teacher meetings to be held in the first three weeks of first term to discuss expectations, homework policy, times available for interviews and curriculum delivery.
2. Distribution of parent newsletter every second Tuesday.
3. Interviews – please make an appointment in advance with your child's teacher or through the office.
4. Reports & portfolios – reporting and parent communication schedules will be discussed at the first parent meeting in term one.

**ADDRESSING PARENTAL CONCERNS**

A strong partnership between parents and the school is fundamental to the academic progress and health and well being of your child. Therefore, when concerns about your child's behaviour or progress arise or if you have an issue about the operation of the school, please be assured that your concerns will be listened and responded to.

1. Please discuss your concerns with the class teacher or other relevant staff member. (If possible please make an appointment, as it is difficult for a class teacher to give you his/her undivided attention whilst managing a class.)
2. If a resolution cannot be reached please bring your concerns to the attention of the Principal.
3. If a resolution still cannot be resolved within the school, you have the option to take your concerns to the South Metropolitan Education Region for the attention of the Manager, Operations, telephone: 9336 9563.
4. If you are not satisfied with the outcome of a District Resolution, you have the right to send your concerns in writing to either the Director General or the Minister for Education.

DAILY FITNESS
Students participate in a fitness program every day. Therefore it is essential that students wear correct attire for physical activity, especially suitable shoes. It is also important that your child/ren have their Asthma puffer with them if appropriate.

DISCIPLINE
Please see Behaviour Management in Schools Policy.

EDUCATION ASSISTANTS
The school has a number of Education Assistants. They work in four areas; Kindergarten, Pre Primary, Junior Primary (Years 1 & 2) and Special Needs Assistants for individual children.

DRESS CODE
*Uniforms* – The wearing of school uniform/school colours *every day* is expected and strongly encouraged at Phoenix Primary School. The P & C maintains a uniform store in the new undercover building and regularly takes orders. Opening times will be advertised in the school administration area.

Head Girl and Boy and House Captains are expected to wear school uniforms at Assemblies. Teachers are entitled to demand that appropriate clothing is worn – children should have suitable footwear and sports dress in particular. Medic Alert bracelets can be worn. Only sleepers and studs shall be worn in pierced ears, other earrings are deemed too dangerous, as they may be caught/ripped out during daily physical activity. No other jewellery is to be worn. No makeup or nail polish is to be worn.

EXCURSIONS
Due to changes in the Department of Education’s Excursion Policy the following forms need to be completed by parents before your child can go on an excursion:

- Information Form for Parent/Guardian (Form C);
- Parent/Guardian Consent Form (form D);
- Student Health Form (Form E), and
- Confidential Declaration (Form F) – for parents accompanying students on an excursion.

FAMILY COURT ORDERS
For the protection of all parties, copies of all relevant Family Court Orders and Custody papers must be supplied to the school and updated when necessary.
GROUNDS
No unauthorised students or adults should be around the school buildings after school hours. The Department of Education Security Team patrols the school buildings regularly after hours.

HATS
Phoenix has a “No Hat No Play” Policy. Wearing of hats is to be enforced for outside activities all year round. Visors are not considered appropriate headwear. Refer BMIS policy.

HOUSES
Three Houses exist – Manning, Davilak & Hamilton. House cards are given to students as part of the BMIS policy rewarding positive behaviour. The House Athletics Carnival is held during third term with the interschool team chosen from successful students.

HOMEWORK
This rests with individual teachers. Each teacher’s approach will be explained to parents at the Parent/Teacher meeting at the beginning of the year. Some formal homework is deemed appropriate for Years 6 & 7 though it is not mandatory. Other years may well be asked to finish work, practise reading and tables, prepare assignments at home, though this should not be particularly taxing or time consuming. Homework cannot be an integral part of the learning programme, nor is it training for the high school experience.

INFECTIOUS DISEASES

Chickenpox
Exclusion: Exclude until well and for at least five days after the rash appears and until vesicles have formed crusts.

Conjunctivitis
Exclusion: Exclude until discharge from eyes has eased or until three days after beginning antibiotic treatment.

Head Lice
Exclude until the day after treatment has commenced.

School Sores
Exclusion: Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.

Measles
Exclusion: Exclude until well and for at least four days after the onset of the rash. Children who are not immunised should be excluded for fourteen days after last case.

Mumps
Exclusion: Exclude until well and for at least nine days after onset of symptoms.
**Rubella**
Exclusion: Exclude until at least four days after onset of rash.

**Scabies**
Exclusion: Exclude until the day after treatment has commenced.

**Whooping Cough**
Exclusion: Exclude for fourteen days from the onset of cough or for five days after starting antibiotic treatment.

**INTERNET USE**
Only children with their Internet License signed by their parents can access the Internet through the school system. Each teacher in their own classroom has an Internet Licence permission list on file. The use of the Internet by students is not permitted in an unsupervised classroom. Use of inappropriate sites will result in suspension of Internet Licence.

**INTERSCHOOL SPORT**
The school has a wide-ranging involvement with inter-school sport. We compete against other Cockburn schools in winter team games usually Netball and Soccer. There is a lightning carnival for the same sports at the end of Term two. There is an inter-school cross-country carnival held in Term Three at Manning Park. The inter-school Athletics carnival is held in Term Four.

**LIBRARY**
The School has a well-resourced computerised Library/Resource Centre staffed, part time, by a Library Officer. All classes have rostered library periods as well as separate book changing opportunities.

**LOST PROPERTY**
This is held in a wet area of each cluster.

**LOTE (Languages Other Than English)**
All children from years three to seven receive 60 minutes LOTE per week. Currently the language taught at Phoenix PS is Italian.

**LUNCHES**
Children eat their lunches under teachers’ supervision in the classrooms or outside, nearby, weather permitting.

**MOBILE PHONES**
If parents consider it necessary for students to bring mobile phones to school they are to be handed to the teacher/office for security reasons.

**MUSIC**
Teachers from the School of Instrumental Music take instrumental tuition with children from years six and seven who have the interest and aptitude.
These children get a thirty minute lesson each week in the instrumental music room.

**PARKING**
Parents are to park in the designated bays around the perimeter of the school grounds. **The staff/visitors car park off Phoenix Road is not to be used by parents and is out of bounds to all students.**

**PERSONAL ITEM LISTS (PREVIOUSLY KNOWN AS BOOKLISTS)**
Student stationery needs are established at the end of each school year for the next year. A local stationery supplier fulfils these requirements, should you wish to use them. A list, with prices, will be sent home with students at the end of the year, for parents to order from. Ordered items are available for collection, with payment, from the school during the last week of the summer holidays.

**PHOTO PERMISSION**
Permission is required from parents to publish photos of students on the Internet or in published articles. A Media Consent form should be signed at the same time as the Internet Use form. However, individual consent may be sought where photos are to be published in the wider community.

**REPORTS AND PORTFOLIOS**
A formal / written report will be provided at the end of each semester. Samples of students’ work are collected as part of their portfolios and these can generally be viewed at least once each semester at the teacher’s discretion.

**REWARDS**
School merit awards are presented at the fortnightly assembly. These are limited to no more than two per class per assembly. Parents are informed in advance wherever possible. Most teachers try to spread the awards around, but it is not mandatory for every child to get one every year. Merit Award recipients are photographed after the assembly for the school newsletter.

**SCHOOL COUNCIL**
The School Council meets between two and four times a year. The P & C President and School Principal are ex-officio members, parents and staff representatives are elected early in the year. Staff chosen should represent each of junior, middle and upper primary areas.

**STUDENTS LEAVING THE SCHOOL GROUNDS**
There are Department of Education guidelines for students when they leave the school grounds during school time. If the child is being collected by a recognised parent/guardian the teacher must be notified, but no pass is necessary. If the child is to leave the school grounds with an unfamiliar family member/friend it is necessary to obtain a Leave Pass from the office prior to collecting the child from class. If the child is leaving during recess/lunch time please speak to the teacher on duty.

**SWIMMING LESSONS**
Swimming lessons for Years 3 – 7 are held in Term 1 at the Fremantle Leisure Centre. Years PP – 2 have their lessons in term four.

**TELEPHONE**

Some important numbers:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoE</td>
<td>9264 4111</td>
</tr>
<tr>
<td>South Metropolitan Education Region</td>
<td>9336 9563</td>
</tr>
<tr>
<td>Education Security</td>
<td>1800 177 777</td>
</tr>
<tr>
<td>Cockburn Police</td>
<td>9418 2409</td>
</tr>
<tr>
<td>Cockburn Security</td>
<td>1300 653 643</td>
</tr>
<tr>
<td>Phoenix Primary School</td>
<td>9418 3955</td>
</tr>
<tr>
<td>Phoenix PS Fax</td>
<td>9418 1484</td>
</tr>
<tr>
<td>Phoenix Pre Primary Centre</td>
<td>9418 3153</td>
</tr>
<tr>
<td>Hamilton Senior High School</td>
<td>9337 3388</td>
</tr>
</tbody>
</table>

**VOLUNTARY CONTRIBUTIONS**

These are currently set at $40.00 per year for one child, $55.00 for two and $65.00 for families with three or more children enrolled. Voluntary contributions can be paid in instalments during the year or in a lump sum. Pro rata rates for enrolments during the year are levied. These voluntary contributions cover consumables your child uses every day in the classroom e.g. photocopying expenses, reward stickers, art and craft equipment, teaching resources and sports equipment for use at recess & lunchtimes.

These voluntary contributions are well below the $60 per child permitted through the Education Act. All parents are urged to pay these contributions. The School Council reviews these contribution levels each year.

_The staff at Phoenix Primary School hope you have found this booklet informative. If you have any further questions please do not hesitate to ask your child’s teacher or the administrative staff._

PUBLIC SCHOOL TERM DATES FOR 2013:
Term One: Monday February 4 – Friday April 19
Term Two: Monday May 6 - Friday July 5
Term Three: Monday July 22 - Friday September 27
Term Four: Monday October 14 - Thursday December 19

STUDENT FREE DAYS (SCHOOL DEVELOPMENT DAYS) 2013:
Term One: Thursday and Friday January 31 & February 1
Term Four: Friday December 20

A further four School Development Days will take place during the year – dates to be decided in consultation with the School Council. Parents will be notified of these dates early in the school year.

PUBLIC HOLIDAYS 2013:
Tuesday January 1 New Year's Day
Monday January 28 Australia Day
Monday March 4 Labour Day
Friday March 29 Good Friday
Monday April 1 Easter Monday
Tuesday April 2 Government School Holiday: School will be closed
Thursday April 25 ANZAC Day
Monday June 3 Foundation Day
Monday September 30 Queen's Birthday
Wednesday December 25 Christmas Day
Thursday December 26 Boxing Day

2014:
Term One for Students starts on Monday February 3