WELCOME

Welcome to Phoenix Primary School, an independent public school. We are constantly doing our best to ensure all children feel safe and happy and achieve their potential at our school. Our children’s future is enhanced through helping them to achieve their personal goals as we prepare them for the 21st Century. We regard our students as an investment in the future of public school education.

The school places great emphasis on its people. We are proud to acknowledge and build on established educational traditions as the staff here at Phoenix Primary School promote excellence, reflected in evidence based progressive curriculum and teaching practices. They support and nurture in the students the self-confidence to pursue their talents and interests and focus on the student as an individual. Our staff are central to the quality of all the programs we provide.

Apart from offering excellent programs in class to support development in the key learning areas, the school also has a huge range of extracurricular activities. The creative arts program offers students access to a range of music/instrumental programs. The school has a very strong sporting history with representation across all codes of sport and high levels of success in the individual sports of athletics and soccer.

As language skills are extremely important in learning to read and write, we focus on the oral language skills of the whole school and particularly in the early childhood area, by engaging our children in game based learning. Phoenix works collaboratively with our local universities and TAFEs in providing a progressive school environment for the training of teachers and education assistants.

We continually strive to enhance the quality of our communication with families. We see educating students for the future as a combined approach with parents, community and school working as a team.

We look forward to you joining our learning community and helping us provide the best education for our children. We are proud to bear the name of Phoenix Primary School.

Margaret Pretty
PRINCIPAL
PROFILE

Phoenix Primary School is in the South Metropolitan Education Region. It is situated to the south of Fremantle and is on the border of Hamilton Hill and Spearwood with Manning Park just a walk away. The school is surrounded by shady native trees and has multiple play areas within its well-developed school grounds. Phoenix Primary School has well resourced classrooms with teaching areas to engage students in their own learning using interactive whiteboards, technology and the extensive teacher expertise available in the school. Our curriculum delivery reflects the current Department of Education initiatives as we engage with our students in all of their learning.

Phoenix Primary School enrols students from 4 year old kindergarten to Year 6. Our students come from a wide range of cultural backgrounds with approximately 20 nationalities represented in our school population. We like to acknowledge, embrace and celebrate our diversity. We are proud of our students’ achievements and celebrate their successes. As a school we maintain contact with students through our alumni and celebrate their careers in engineering, as university lecturers as well as national sporting stars in athletics, football and netball.

The staff at Phoenix Primary School promote the vision and educational needs of the school. Our experienced staff provide a well balanced curriculum for all students. Our teachers work closely with our Learning Support Coordinator to ensure quality targeted programs for all our students with special needs.

Phoenix is proud of our pastoral care programme and nurturing environment, which has been developed over many years. We have a strong academic and social/ emotional curriculum which makes the school environment conducive to student learning. Our intervention programs target those children with specific learning needs at all levels of their school life, both academically and emotionally. High standards of behaviour are expected and our whole school engagement in the virtues program means that student welfare and happiness remains a high priority.

The Arts program, developed by our specialist music teacher, is supported by the School of Instrumental Music. Our choirs sing in events outside the school at festivals as well as school events. We are proud of the sporting achievements of our students through a committed staff effort who have trained our teams for the Glory Cups and athletic success. All staff work together to develop in our students the resilience and problem solving skills essential for their future success.

Student leadership is promoted through our prefects, house captains and sports captains. Leadership training and opportunities for self-improvement in public speaking are provided through team building days, school assemblies and functions.

Our school is strongly supported by parents and our vibrant growing community. We work in partnership with our community through an active P&C Association and the School Board. Parents are welcomed into the school as authentic partners in their child’s education. Thanks to the co-operation between the School Board, P & C and the school, we have been able to create the very best learning environment for all our students.

VALUES

At Phoenix Primary School we support the following values:

Showing respect:
- we address each other in a courteous manner, eg Use “please”, “thank you”, “sorry” and “excuse me”
- we listen while others are speaking
- we treat teachers, children and property in a respectful way, eg no bullying or teasing
- we share
- we avoid put downs

Being responsible:
- We try to resolve conflicts in an acceptable way
- We keep school free of litter
- We use appropriate language, eg no swearing

Being ready:
- We come to class on time
- We come to class with appropriate equipment
- We come to class ready to learn and always complete work to the best of your ability
Phoenix Primary School recognises that every child is unique and that every child has a special gift. At our school we believe that all children are capable of learning given the right opportunities and environment. We believe that the early years of a child’s life and schooling are critically important to their future educational success, as every day at school counts.

As students progress through our school we want them to experience a seamless journey of learning; one that builds on opportunities provided at each year level and where teachers collaborate to ensure student progress information is shared and passed on. The plan is reflective of the Department’s Strategic Plan and links to Classroom First. We believe that teachers make the single biggest difference to the learning outcomes of our students and will therefore focus our work at supporting them to deliver quality learning and teaching opportunities.

Parents also play an important part in the education process and we will work to ensure that the parents, students and school staff work closely together.

Financial and physical resources will be allocated to our focus areas over the coming years. Students having a safe, inclusive, supportive and nurturing environment is paramount to student success. At Phoenix Primary School we work hard to ensure that every child, every day, feels safe and valued.

BUSINESS PLAN

The Phoenix Primary School Business Plan: Excellence, Empathy and Equity, sets the strategic direction for Phoenix Primary School for 2013 - 2016. Our plan is closely aligned to the Department of Education’s strategic plan and the Classroom First Strategy.

Our staff and community are committed to working together for success of this plan. We are committed to ensuring these plans are enacted and that individuals are accountable for fulfilling their roles. By focusing on the priorities and aspirations in this plan, we will make a real difference to the students who attend Phoenix Primary School academically, physically, socially and emotionally.

“Teachers make the single biggest difference to student learning.”
INFORMATION FOR EARLY CHILDHOOD (KINDERGARTEN)

ARRIVALS AND DEPARTURES

Kindergarten starts at 9.00am. Punctuality is important as it is very daunting for most children to enter a class after it has started. Similarly, most children don’t like to be the last to leave.

Children must be dropped off and collected by an adult. Primary aged children should not have the responsibility of bringing kindergarten children to school. This is to ensure the safety of your child and to enable staff to communicate with parents directly. If someone, who is unknown to the staff, is collecting your child it is extremely important you notify staff about this. If there is any information relating to custody of your child please inform the staff and provide relevant documentation.

If your child is unsettled or crying, try to reassure them, but when school starts it is best to leave quickly and quietly. Your child usually only takes a few minutes to calm down and settle in after you leave. If this is not the case you will be contacted. Please keep good-byes short and happy.

PROGRAMME

Your child’s first years at school are very important as they form their attendance patterns, attitudes and the foundations for future learning. The establishment of regular attendance patterns in your child will affect their future achievements. We want it to be a very happy time for you and your child. Every day counts.

Our programme is developed to assist each child to reach their potential. The kindergarten years are periods of rapid development and the maturity of children varies greatly. Please try not to compare your child with others – children will be developing at their own rate.

We aim to develop confidence and independence and thus enhance self-esteem. This in turn leads to good communication and respect for others as well as a positive approach to problem solving and school.

Language is very important and your child will be assisted in expressing their feelings and ideas through oral language activities. We also develop gross (e.g. climbing, hopping, skipping, etc.) and fine (cutting, drawing, writing, threading, etc) motor skills throughout the year.

WHAT TO BRING

PERSONAL ITEMS LIST

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. Please speak to the administration staff in the school office for further information.

WEEKLY REQUIREMENTS – Each week we ask you to provide five pieces of fruit, vegetable, cheese or dried fruit. These are prepared and shared at ‘fruit time’ each day.

LUNCHES – Lunches are required every full school day.

FOOD – We encourage children to eat healthy food. Sweets and party type food is discouraged but this approach is only successful when all children/parents cooperate. We need your assistance in this matter.

WHAT TO WEAR

Clothing should be sensible and of course easily washable. Children should be free to play and climb and not be unduly worried about getting their clothes dirty. A spare set of clothing including underwear should be left in your child’s bag in case it is needed and a hat brought each day for use whilst playing outdoors. The school has a policy of ‘no hat, no play’. You may choose to leave the hat at the Centre. Please try to make it the child’s responsibility to remember, although for a week or two you may need to help. Independence is very empowering and helps create higher self-esteem.

Shoes should have a non-slip sole (safe for climbing) and be easy for your child to take off and put on unaided. Please write your child’s name in all clothing and on lunchboxes, library bags etc.
ROSTERS

We rely on parent help to extend and enrich the educational programme and to help with housekeeping chores. We would like parents to come on roster regularly. There will be a roster available for you to write your name on a time that suits you – please speak to the staff about it.

While on roster you can help by writing names on the children’s work, helping them with puzzles, games or art and craft activities (please encourage them to do as much as they can for themselves), helping to tidy and clean up afterwards and preparing materials. You will be asked to wash the towels and aprons occasionally. We will let you know when we are ready to commence the rosters.

CAR PARK

For the safety of all children, we ask that you do not drive into the staff car park at any time. Experience has demonstrated that this is a very dangerous practice as school children and their younger brothers and sisters are coming and going. Parking is available on the roads surrounding the school grounds and you can enter via the gates on these roads to access both areas.

SICK CHILDREN

Please keep sick children at home.

Children will often insist on coming to school but be guided by their behaviour. If your child has loose bowel motions, has been vomiting at night or before school, is tired or looking pale and miserable, they need your care. We cannot provide it. Sick children often pass their illness onto others, are not receptive to learning and rarely have a happy day. Please be firm about this.

On occasions when children become sick during the day, parents will be contacted and required to collect their child immediately.

TOILET TRAINING

Parents are encouraged to fully toilet train their child prior to them commencing Kindergarten. If you are concerned about this aspect of your child’s health and wellbeing please speak to the teacher at your earliest opportunity. Helpful advice to assist you with this training can be obtained from the Community Health Service Nurse (contact details available from the school office). It is understood that accidents can happen occasionally, however the school does not have the facilities to clean a soiled child appropriately. Should this happen parents/guardians will be called to collect their child, so that they can be cleaned up in the privacy of their own home.

During the course of the year you will be kept informed of any changes or issues that arise. Similarly, we would appreciate hearing about your concerns and problems. This will help to keep the programme running smoothly.

“We believe that the early years of a child’s life and schooling are critically important to their future educational success.”
WHOLE SCHOOL INFORMATION

ASSEMBLIES

Our assemblies are held on a Wednesday, every second week of term (the even weeks). Each class hosts one assembly a year with a class item. 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. During the assembly we will share the school reports, merit awards, virtues awards, P & C news and the Principal’s address.

AWARDS

School merit and virtues awards are presented at the fortnightly assembly. Parents are informed in advance wherever possible. Merit and Virtues Award winners are photographed at the assembly for the school newsletter and website.

BEGINNING OF THE SCHOOL DAY

Students are encouraged to arrive at school at 8.30am and go straight to their classrooms. Students are asked not to arrive at school earlier than 8.15am.

Bell/Siren Times

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8.45 am</td>
<td>Class teaching begins</td>
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<tr>
<td>10.45 am</td>
<td>Students leave class to eat outside their rooms</td>
</tr>
<tr>
<td>10.55 am</td>
<td>Students go out to play</td>
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<tr>
<td>11.20 am</td>
<td>Students go into classrooms for teaching/learning</td>
</tr>
<tr>
<td>1.20 pm</td>
<td>Students leave class to eat outside their rooms</td>
</tr>
<tr>
<td>1.30 pm</td>
<td>Students go out to play</td>
</tr>
<tr>
<td>1.50 pm</td>
<td>Students go into classrooms for teaching/learning</td>
</tr>
<tr>
<td>3.00 pm</td>
<td>Students leave classes to go home</td>
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</tbody>
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BEHAVIOUR MANAGEMENT

Our school Behaviour Management Policy has been developed to cater for the needs of all students at Phoenix Primary School. It relates to classroom and playground behaviour. Your child’s teacher will outline their classroom behaviour policy during the parent/teacher meeting at the beginning of the school year, which directly relates to the school policy. A copy of the school Behaviour Management Policy can be obtained from the website.

CODE OF BEHAVIOUR

- Our playground equipment is used during morning recess and lunch breaks only due to safety concerns.
- We play in allocated areas in a friendly manner.
- We consider the safety of others when playing games.
- We walk on verandas or in designated areas quietly showing respect for classes learning.
- We keep the school in a neat and tidy condition.

BICYCLES

For the safety of all we walk with our bikes, skateboards and scooters on school grounds. Children walk their bikes and scooters to the Bike Enclosure at the front of the school – access is via the adjacent pedestrian gate.

BOOKLISTS

Please see Personal Items Lists.

CHOIR

The school choir consists of students from Years 2-6. 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:
As we are partners in educating your child, we feel it is important that there are close communication links between teachers and parents. Communication can be through:

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. School newsletter alternative Friday to assembly weeks (the odd weeks).
3. Interviews – please make an appointment in advance with your child’s teacher.
4. Reports & portfolios – reporting and parent communication schedules will be discussed at the first parent meeting in term one.
5. Website.

ADDRESSING PARENTAL CONCERNS

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

1. Please discuss your concerns with the class teacher or relevant staff member. (Please make an appointment as it is sometimes difficult for a class teacher to give you their 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 Regional Co-ordinator, telephone: 9336 9563.
4. If you are not satisfied with the outcome of a Regional 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 daily fitness program. It is essential that students wear correct attire for physical activity, especially suitable shoes. It is also important that your children have their Asthma puffer with them if appropriate.

DRESS CODE

Uniforms – The wearing of our school uniform every day is expected at Phoenix Primary School. The P & C maintains a uniform store in the undercover building and regularly takes orders. Opening times will be advertised in the school administration area and website, with order forms.

Head Girl and Boy, Prefects and House Captains are expected to wear school uniforms at all times. Teachers are entitled to request that appropriate clothing is worn – children should have suitable footwear and sports dress in particular. School uniform is essential on excursions. Medic Alert bracelets can be worn. Only sleepers and studs are to be worn in pierced ears for safety reasons. All other jewellery, make-up and nail polish are not to be worn at school. Dress code can be viewed on the website.

EDUCATION ASSISTANTS

The school employs a number of Education Assistants who work in the Kindergarten, Pre Primary and Early Childhood classrooms. Some Special Needs Assistants work with individual children within classrooms.

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
- Parent/Guardian Consent Form
- Student Health Form
- Confidential Declaration – for parents accompanying students on an excursion.

Forms can be viewed on the website.
FAMILY COURT ORDERS
Copies of all current relevant Family Court Orders and Custody papers must be supplied to the school and updated when necessary for the protection of all parties.

GROUNDS
Authorised people only should be on school grounds during the daytime.
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 in terms one and four. Visors are not considered appropriate headwear.

HOUSES
Our three houses are Manning (green), Davilak (red) and Hamilton (gold).
House cards are given to students on receiving a merit certificate and to promote positive behaviour. The House Athletics Carnival is held during third term with the interschool teams chosen from successful students in their events.

HOMEWORK
Individual classroom homework policies will be explained to parents at the Parent/Teacher meeting at the beginning of the year. Homework can be an integral part of the learning programme of the classrooms.

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. Use of inappropriate sites by students will result in suspension.

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INTERSCHOOL SPORT
Our school has involvement with inter-school sports such as netball and soccer. There is a lightning carnival for these sports at the end of Term Two. There is an inter-school cross-country carnival held in Term Three at Manning Park and the inter-school athletics carnival is held in Term Four.

LATE ARRIVALS
Students arriving at school after the siren at 8.45 am should go to the school office to get a note for their teacher.

LEAVING SCHOOL GROUNDS
Students must obtain permission from the school office to leave the school grounds during the day.

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. Before school and after school book changing is available.

LOST PROPERTY
This is held in the uniform shop. Please put your child’s name clearly on all their clothing.

LUNCHES
Children eat their lunches under teachers’ supervision in the classrooms or outside, weather permitting, at the beginning of lunch and recess times. Children are able to order Subway on Tuesdays and Thursdays. The school canteen opening times will be published on the school website with menu attached, and in the school newsletter.

MOBILE PHONES, IPODS AND iPADS
Mobile phones, iPods and iPads need to be handed in at the school office each morning and collected after school to ensure safety. No responsibility will be taken by the school for phones, iPods and iPads not kept locked in the office.

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

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

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 fulfills 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 time of enrolment. However, individual consent may be sought where photos are to be published in the wider community.

REPORTS
A formal, written report will be provided at the end of each semester. Samples of students’ work can be viewed with the teacher.

SCHOOL BOARD
The School Board meets four times a year with the P & C President as an ex-officio member. Parents and staff representatives are elected early in the year. Staff representatives elected represent all staff in the school.

SWIMMING LESSONS
Swimming lessons for Years 3 – 6 are held in Term 1. Years Pre Primary – Year 2 have their swimming lessons in term four.

TELEPHONE
Some important numbers:

- Department of Education: 9264 4111
- South Metropolitan Education Region: 9336 9563
- Education Security: 1800 177 777
- Cockburn Police: 9418 2409
- Cockburn Security: 1300 653 643
- Phoenix Primary School: 9418 3955
- Phoenix PS Fax: 9418 1484
- Phoenix Early Childhood Centre: 9418 3153
- Hamilton Senior High School: 9337 3388
- South Fremantle Senior High School: 9337 0500

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.