

Parent Information 2024

Dear Families,

Welcome to Carlisle Primary School. The purpose of this booklet is to provide you with information about our school and its operations. If you have any questions, please do not hesitate to ask. We strive to work with our school community to be support all of our students.

School, Parent and Teacher Communication Compass

At Carlisle Primary School we use Compass as our main tool for communicating with our families. Compass can be downloaded as an app onto a phone or personal device.

Compass can be used by parents to;

- Email teachers.
- Inform the school of a child's absence.
- To find out what is happening in the school via the Calendar or Newsfeed.
- To give consent and/or payment for excursions and other events.
- Pay for the voluntary contribution fees and technology levy.
- To book Parent/Teacher Interviews when these are scheduled by the school.

Each parent has a Compass username and password. This is usually your first name followed by your last name.
first.last

If parents are having trouble with their login, please speak to our front office staff who can reset passwords.

We suggest that families download the app onto their phone and enable notifications.

When using some functions such as attendance or consent, you may get a better experience if you go through the browser.

We encourage all families to **check their Compass at least weekly**. This will ensure that attendance notes are kept up to date, excursions and school events are not missed and families are informed of all important school communications.



Carlisle Primary School

1 Wright Street, Kewdale, WA6105

Phone: 08 9264 7650 | carlisle.ps@education.wa.edu.au

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AN INDEPENDENT PUBLIC SCHOOL

Teacher Contact Details

Please see the contact details below for your child’s teachers.

Science Teacher	Kate Lamason	Kate.Lamason@education.wwa.edu.au
Music Teacher	Nina Prudnicki	Nina.Prudnicki@education.wa.edu.au
Sport Teacher	Jordan Hickert	Jordan.Hickert@education.wa.edu.au
Drama Teacher	Grazi Guerra	Graziella.Guerra@education.wa.edu.au
Deputy Principal	Jen McKay	Jennifer.mckay1@education.wa.edu.au

School Terms

Term Dates				
SEMESTER 1	Term 1	Wednesday 31 January 2024	-	Thurs 28 March 2024
	Term 2	Monday 15 April 2024	-	Friday 28 June 2024
SEMESTER 2	Term 3	Monday 15 July 2024	-	Friday 20 September 2024
	Term 4	Monday 7 October 2024	-	Thursday 12 December 2024

Public Holidays

Public Holiday Dates	
Labour Day	Monday 3 March 2024
Good Friday	Friday 29 March 2024
Easter Monday	Monday 1 April 2024
ANZAC Day	Thursday 25 April 2024
WA Day	Monday 3 June 2024
King’s Birthday	Monday 23 September 2024



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School Development Days and the School Timetable

School Development Days	School Timetable	
<ul style="list-style-type: none">Monday January 29Tuesday January 30Monday April 15Friday May 31Monday October 7	Times	
	8:35am	Classroom doors open
	8:50am	Classes Commence
	11:00-11:30	First break (10 minutes eating)
	11.30 – 1:30	Classes recommence
	1:30 – 2:00	Second break (5 min eating)
	2:00 – 3:00	Classes recommence
	3:00	School finishes

Library

All children require a names library bag if they wish to borrow a library book. You child's classroom teacher will inform you of the day of the week that is their library day.

Arrival and Pick Up of Children

Arrival of children: Classrooms open at 8:35. Children should not be onsite prior to this as school staff are not responsible for their supervision. If families have work or other commitments, they can book their child into the onsite OSH Club that provides both before and after school care.

Pick up of children: Kindergarten and Pre-Primary students must be picked up by an adult nominated on their contact list. If you need to add an adult to this list, please add this via Compass or by email to carlisle.ps@education.wa.edu.au stating your child/children's name and the adult who has permission to collect your child. School closes at 3:00pm, it is important that children are picked up promptly, as it can be distressing for children when their care giver is late.

Late Arrivals: Children who arrive late to school, must sign in at the front office using the school iPad before going to class.

Early Pick Up: If your child is unwell or has an appointment and is being picked up early, they must be signed out at the office before being collected from their class.

OSH Club Onsite Care: Carlisle Primary School has onsite care through OSH Club. This is a private company as staff are not employed by the school. Care is available in our ECE area from 7am and until 6pm each day. Your child must be booked in with OSH Club. They can be contact via 0439 219 047 or <https://www.oshclub.com.au/wa/carlisle-primary-school/>

Medication and Health Conditions

If your child requires medication to be administered either short term or long term during the school day, you are asked to visit the school office to complete an Administration of Medication form or a Health Care Plan. The form requires you to include all relevant details such as the name of the medication, dosage, etc. Medications are to be in the original box packaging. School staff are not expected to administer prescribed medication or treatments which require specialist training such as giving injections. The staff have, however, received training in the use of Epi-pens for children who may suffer an anaphylactic reaction.

Some children have serious health conditions but can still attend school. Please make an appointment with the Principal or Deputy Principal so the condition can be fully understood and an appropriate Health Care Plan developed. It is most important to meet with your child's teacher so they are aware of the symptoms and procedures they should follow.

Illness and Accidents

A child who becomes ill at school will be cared for and made as comfortable as possible unless considered too ill to remain at school. Should this occur, parents will be phoned to collect him/her. A child who is sick is better off at home. Minor accidents are treated by a staff member, but should the accident be regarded as serious and parent contact is not possible, medical treatment will be sought. In the case of emergency, an ambulance will be called, and parents billed for that service. If an ambulance is required, it could be called prior to the contacting of parents; however, every effort will be made to involve parents as early as possible.

Emergencies

Every attempt will be made to contact parents in the event of an emergency; however, parents are requested to ensure that the address and phone numbers registered on their child's Enrolment Form is up to date. If this is correct, unnecessary delays for medical attention will be averted. Working parents are requested to keep the school informed of their employment address and contact number.

Eating/Playtimes

The lunch and recess times at Carlisle Primary School are as follows; lunch starts at 11:00am, all children will eat lunch in the Undercover Area during the allocated eating time of 11:00 to 11.10am, then the children will be free to play from 11.10am to 11.30am. At 1.30pm the children will break until 2:00pm.

Children will need to bring a water bottle that can be used in class.

Children attending Kindergarten and Pre Primary eat outside their classroom on mats. Please ensure you child can open their lunch box and has a variety of healthy options to choose from. Your child needs a bottle of water that they can use in the classroom and outside during playtimes.

We have a Yes Hat, Yes Play policy at Carlisle. When the children are out in the playground it is a school rule that at Carlisle Primary School wide brimmed hat must be always worn, please ensure your child's name is on it.

Birthdays

On your child's birthday, if you wish to bring a treat in for the children to share, we ask that you check with the class teacher first. If your child does bring something, please only bring individual items such as a small chocolate, individual cakes, balloons, party hats, pencils etc for your child to share with their peers to celebrate their day.

Carlisle's GROW Expectations

Carlisle Primary School works to maintain a learning environment that is safe, tolerant, inclusive, respectful and promotes academic rigour. At the heart of our whole school approach to behaviour management are our core expectations. This is reflected in your child's classroom and through the wider school, with our merit awards at assembly and school reward days. This is our Positive Behaviour School (PBS) approach, GROW.

Generous

Responsible

Openminded

Willing

Absenteeism

Please notify us through Compass if your child is absent from school due to illness or any other reason. Please note that children who are away from school on family vacations will have absences recorded as unauthorised.

What sort of start is your child getting?

Just a little bit late doesn't seem much but.....

He/She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly Half a year
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 Weeks per year	Nearly 1 and a Half years
1 hour per day	1 day per week	8 Weeks per year	Over 2 and a Half years

Bicycles/Scooters

Children who ride bicycles and/or scooters to school are reminded to always wear a helmet and observe bicycle safety riding rules. The school fully support the Police Service of WA recommendations that children under the age of 10 years should not ride bicycles to school unless accompanied by an adult. By law, children are to wear bicycle helmets. The school does not encourage the use of roller blades and roller skates as a means of going to and from school. All bikes and scooters should be locked securely in the racks provided. Bicycles and scooters must be wheeled into and out of the school.

Assemblies

Each term Carlisle Primary School hosts several Assemblies. The dates of the Assembly will be on the Compass Calendar. If your child is receiving a PBS GROW Award you will be notified by the school. Parents are welcome to join us.

Uniform

We believe that a uniform establishes a sense of pride, belonging, purpose and identity among students. Our uniform presents a unified image to the public and can be easily identified in and around the community. The wearing of the school uniform at all times is encouraged. Children representing the school in the choir or sports teams must wear school uniform and appropriate activity specific attire to participate.

The full range of clothing has been approved by the School Board and is available from the Uniform Concepts store located at 834 Beaufort Street Inglewood. Uniforms can be ordered in store, online, or via email with order forms available on the school website.

Clothing which is of the same style and colour may be purchased from alternate sources.

Dress Code Requirements

Students can choose from and are encouraged to wear any of the following:

- Grey shorts, skirts, skorts, and track pants.
- Red polo shirt
- Grey zip jacket
- School dress
- Students who choose to wear the school dress or grey skirt may also choose to wear plain grey leggings underneath these garments, however, cannot wear leggings on their own.
- During participation in the school sports carnival students are encouraged to wear the appropriate clothing for the sporting activity in the colour of their faction.

Footwear

Appropriate covered footwear, i.e. no thongs, ugg boots, massage sandals or surf sandals.

Hat

A red broad brimmed hat must be worn for activities outdoors. The “No hat, play in the shade” policy will apply.

Name Tags

All school clothing should be marked clearly with the family name using either name tags or a permanent marker pen. To ensure privacy of students’, names are not to be written externally on uniforms.

Physical Education and Playground Activities

To support our Physical Education program at school it is important that students are appropriately dressed for activities. This includes appropriate footwear, not sandals or thongs, particularly on days where student have scheduled Physical Education lessons.

Interschool Sport

The school will provide all students selected in interschool sporting competitions with an appropriate uniform depending on the sport excluding footwear and hats. The Physical Education teacher will ensure that interschool sports uniforms will be available for all students selected.

Graduation Uniform

Students in Year 6 may purchase a Graduation Student shirt. These items are part of the school uniform and are to be worn with school uniform base clothing.

Head Lice

Head lice are a common problem in all schools. Children who have head lice (nits) will be excluded from direct contact with other children and parents will be advised. An excellent information sheet on the treatment of head lice is available from the following website: www.health.wa.gov.au/headlice Parents are also asked to regularly check their children's hair and to ensure that long hair is kept tied back. The school follows Department of Education regulations and Department of Health advice on the management and treatment of head lice in the school.

Homework

GUIDELINES

Students will be expected to complete homework on Monday – Thursday.

The following is a guide to implementation.

YEAR LEVEL	TYPE OF HOMEWORK	SUGGESTED TIME
Pre-primary	Nightly Reading	10 – 15 minutes
Years 1 - 2	Nightly Reading	10 – 15 minutes
Years 3	Nightly Reading, Tables/Number Facts,	15 – 20 minutes
Years 4 - 6	Nightly Reading, Spelling, Tables/Number Facts	20 minutes

HOW PARENTS CAN SUPPORT THEIR CHILD AT HOME

Students benefit from a range of experiences in the home environment. Parents could also support their child/children by-

Using the local library.

Accessing educational apps or programs on iPADS or computers.

Reading regularly to your child.

Playing games that develop or enhance oral language, literacy and/or numeracy skills.

Purchasing Year Level commercial workbooks which are available for use at home. Commercial publications are available from stores such as Big W, Office Max, Officeworks, Kmart. Parents can speak to their child's class teacher for additional information.

Reporting

Parents will receive two formal reports at the end of Semester One and Two. There will also be an opportunity to meet your child's teacher during Parent Teacher Interviews. If you have any concerns about your child at school, we encourage you to book a meeting with your child's teacher.