A message from the Principal

Our Vision and Ethos

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Our School Song
It is with great pleasure that I welcome you to our school. As the Principal of Craigie Heights Independent Public School, which consists of enthusiastic, dedicated staff, a thriving and supportive school community and engaged and eager students, I know you will be pleased with your decision to enrol your child here.

The staff and I look forward to providing your child with stimulating and challenging educational opportunities throughout the year. We will provide a safe, nurturing environment which supports and encourages the academic, social, physical and emotional development of your child. We believe the responsibility for student learning is shared by teachers and parents. We endeavour to ‘Work, Learn and Live in Harmony’. Working in partnership together, we aim to develop all of your child’s abilities and enhance their interests as we build a school of excellence.

This booklet will assist parents to understand how Craigie Heights Primary School operates and organises learning experiences. Please feel free to contact us if you wish to know more. Your child’s teacher or our friendly office staff can answer your questions or concerns.

Mrs J Graffin

Principal
OUR VISION
Developed by the whole school community, the vision and beliefs for Craigie Heights Primary School are reflected in every aspect of the management and operation of the school.

“To inspire all children to achieve their personal best through learning, living and playing in harmony.”

This is achieved through developing a culture of:

Educational Excellence
Quality teaching and learning driven by research- what is best for children.

Leadership
Staff: Distributed leadership that focuses upon empowering others.
Students: The leader within me.

Learning in Harmony
The building of strong, harmonious and respectful relationships between students, staff and community.

OUR BELIEFS

We believe in:

■ Education as a shared responsibility. It is a respectful partnership of home, school and community. One in which all are supportive of the school’s vision and beliefs.

■ A resourceful community working together to ensure student success.

■ Using resources wisely.

■ An inclusive community in which all have the right to contribute.

■ Creating a safe, supportive, stimulating environment that maximises the potential of all and ensures the well-being of all.

■ The pursuit of excellence in teaching through implementing research based best practices.

■ The maintenance of high standards and consistent expectations for all students and staff.

■ Early intervention.

■ Providing a child-centred, structured learning environment where the teacher is approachable, respectful, encouraging and organised.

■ Supporting students to have strong positive values that reflect being a good citizen and being leaders within.
For enquiries please first contact the School Office. The school office is open between the hours of 7.45am and 3.45pm Monday to Friday during the school term.

Postal Address
Craige Heights Primary School
47 Spinaway Street
CRAIGIE WA 6025

Phone (08) 9401 7711
Fax (08) 9401 7944

Email Address: CraigieHeights.PS@education.wa.edu.au
Website: http://www.craigieheightsp.s.wa.edu.au/

SCHOOL HOURS
Start 8.40am
Recess 10.40 - 11.00am
Lunch 1.00 - 1.44pm
Finish 3.00pm (Mon, Tue, Thur & Fri, Wed – Early Finish 2.30pm)

ATTENDANCE
Kindergarten students attend 5 days a fortnight between 8.40 am and 3.00 pm, except for Wednesdays as they finish at 2.30pm.
PP-Year 6 students attend school 5 days a week, from 8:40am to 3pm, except for Wednesdays as they finish at 2.30pm.

ARRIVAL
Please ensure your child arrives on time each morning. Classroom doors will open at 8:25am. School begins at 8:40am. It is important to arrive before 8:40am so your child may settle into their day smoothly. Students arriving after 8:40am will need to collect a Late Note from the front office.
Children are restricted from playing on playground equipment prior to and after school for safety reasons. We ask parents to co-operate to see that children arrive at school before 8:40am, however we do not encourage children to arrive too early in the mornings. Children should not arrive prior to 8:15am. Any child arriving prior to 8.15am must sit outside Learning Block 1. Children may not enter the classroom unless their teacher is present and gives permission.
IMPORTANT DATES FOR BEGINNING OF THE SCHOOL YEAR

Wednesday 27th January  
School Office Opens

Monday 1st February  
First Day for Students

Semester 1

Term 1  
Monday 1st February – Friday 8th April

Term 2  
Tuesday 26th April – Friday 1st July

Semester 2

Term 3  
Monday 18th July – Friday 23rd September

Term 4  
Monday 10th October – Thursday 15th December

Pupil Free Days

Term 1:  
Friday 4th March (Term 1, Week 4)
Term 2:  
Friday 3rd June (Term 2, Week 6)
Term 3:  
To be confirmed
Term 4:  
Monday 24th October (Term 4, Week 3)

School Holidays

April School Holidays:  
Saturday 9th April – Sunday 24th April

July School Holidays:  
Saturday 2nd July – Sunday 17th July

October School Holidays:  
Saturday 24th September – Sunday 9th October

Christmas School Holidays:  
Saturday 16th December – Tues 31st January 2017

Public Holidays

Monday 7th March  
Labour Day

Friday 25th March  
Good Friday

Monday 28th March  
Easter Monday

Tuesday 29th March  
Easter Tuesday

Monday 25th April  
ANZAC Day

Monday 6th June  
WA Day

Monday 26th September (Holidays)  
Queens Birthday

Sunday 25th December (Holidays)  
Christmas Day

Monday 26th December (Holidays)  
Boxing Day

Tuesday 27th December (Holidays)  
Christmas Day Additional Holiday
RESIDENT IN THE LOCAL INTAKE AREA
The School Education Act 1999 guarantees a place for every child in the compulsory years of schooling (Years PP-6) in their local school. Craigie Heights Primary School is designated as a Local Intake School. The school has places for students in years PP-6 who currently reside within the boundaries of our local intake area as has been determined by the Department of Education.

Parents of children not residing within the local intake are invited to complete an Application for Enrolment for consideration by the Principal. Eligibility for entry will be dependent upon positions available within the school. Additional information defining our school’s boundaries may be obtained through the school office.

AGE & IMMUNISATION CONFIRMATION
A birth certificate or extract of birth or passport and a copy of each student’s immunisation records must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group.

SPECIAL NEEDS
Parents of students with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet the child’s needs.

OVERSEAS STUDENTS
Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment. The dependants of and holders of some specific visa categories require a tuition payment to be made.

ELIGIBILITY FOR ENROLMENT
1. Children living in the intake area of the school and have a sibling enrolled at the school for the following year.
2. Children who live in the intake area of the school but do not have a sibling enrolled at the school for the following year.
3. Children who live outside the intake area of the school and have a sibling enrolled at the school for the following year.
4. Children who live outside the intake area of the school but do not have a sibling enrolled at the school for the following year.

Note: If there is more than one child in any of the above categories, priority will be given to children living closest to the school, measured in a straight line from place of residence to the school.
SPECIAL PROGRAMS AND EVENTS
Each year there are exciting new and existing programs and initiatives developed for the benefit of students and families. The following summarises the many happenings that occur throughout the year:

HARMONY DAY
Harmony Day is celebrated in March each year with a range of multi-cultural activities.

EARLY INTERVENTION
The school had developed a policy to ensure that children with learning difficulties are identified as early as possible. Action plans are designed in collaboration with teachers, parents and students to ensure appropriate intervention in implemented.

ENVIRONMENTAL PROGRAMS
Craigie Heights Primary School has a sustainability program implemented across all year levels and has received accreditation to be a water wise and waste wise school. Activities to support these programs are run throughout the year.

HEALTHY EATING
Healthy Eating is a focus at Craigie Heights Primary School. A suitable lunch includes a sandwich, fruit and a small snack or two. Lunches should be packed in a lunchbox with your child’s name clearly labelled. Children should also bring a drink bottle of water daily. Chocolates, lollies and chips are not encouraged. For healthy lunch ideas and snacks, try this website: http://www.healthykids.nsw.gov.au/parents-carers/healthy-eating-and-drinking/lunch-box-ideas.aspx

PASTORAL CARE
The Pastoral Care program has a strong focus to make children aware of the importance of compassion and care. To this end children participate in Operation Christmas Child, Christmas Hampers and SAO (share and opportunity sponsor child).

POSTIVE BEHAVIOUR SUPPORT PROGRAM
The PBS program is a framework that supports our school to focus on defining, explicitly teaching and reinforcing expected positive behaviours. Craigie Heights Primary School’s four positively stated behaviours are:

- Be responsible
- Be respectful
- Be an achiever
- Be safe
ASSEMBLIES
Assemblies are held every fortnight on a Thursday morning from 8:40am-9:30am. The dates of assemblies are published in the fortnightly newsletter and term planner. During each assembly one class will be spotlighted. This class will present reports, displays, plays or musical items. Honour Certificates are awarded to various children for their efforts or contributions in class. Parents of award winning students will be notified in advance to allow them to ensure they are present. All parents and friends are welcome to attend.

ATTENDANCE
Regular attendance at school is required. The Department of Education and Training requires schools to encourage children to attend on a frequent basis. Parents need to notify the school when their child does not attend. This can be done using the SMS (Short Message Service). The number for this service is: 0417 995 416. Parents who wish to take their children out of school early need to report to the office before collecting their child at the required time and collect a Student Release Slip to give to the classroom teacher.

CURRICULUM AREAS
At Craigie Heights, we place a strong emphasis on the key curriculum areas of Literacy, Numeracy, Science and History. We place a strong focus on the explicit teaching of the “basics” but also offer opportunities for children to explore and reach their potential in all other curriculum areas. Our programs have been carefully chosen and designed to provide your child with the opportunity to study a comprehensive range of subjects including Music, Japanese, Physical Education and the Visual Arts. Your child will learn Japanese and be eligible to learn a musical instrument and participate in the choir as well as playing interschool sport and taking part in various arts activities, exhibitions and competitions. Our highly skilled teachers will engage your child in learning programmes that are adjusted to suit their learning needs. They will provide appropriate intervention strategies for those requiring additional help as well as challenging and stimulating programmes for academically talented students.

CUSTODY ISSUES
Where custody issues pertain to your child, please notify the school office and provide relevant documentation.

OUT OF SCHOOL HOURS CARE
Please advise staff of any Day Care arrangements. Camp Australia provides a program for students before and after school care. This is located on the school site. Your support of this program is appreciated. Camp Australia also provide Holiday Care. For further information please contact the school or bookings can be made by contacting the following:
Camp Australia: 1300 105 343
Website: www.campaustralia.com.au
DOGS ON SCHOOL PREMISES
In the interest of student health and safety, dogs either unrestrained or on a leash must not be brought onto the school grounds. Where dogs consistently create a menace, the problem is referred to the Council Ranger.

EMERGENCY EVACUATION PLAN
The school has an emergency evacuation plan. Evacuation drills are practised to ensure that should an emergency arise both staff and students are familiar with the required procedure. Should an emergency arise parents, teachers and students will come under the direction of the Principal or the authority in charge.

ENROLMENT CARDS
It is vital that enrolment cards be kept up to date so if you have any changes to phone numbers, address, place of employment, emergency contact details or custody orders please inform office staff immediately.

FOOD ALLERGIES
A growing issue for many schools is the rise of severe food allergies in children. Craigie Heights is an Allergy Friendly School. To support us and our school community in keeping our children safe, we request you please consider providing nut free snacks and lunches for children.

IN TERM SWIMMING
During the year children from PP to Year 6 will take part in swimming lessons. Children up to Year 4 take lessons at Craigie Leisure Centre. Children in Year 5 and 6 take part in swimming lessons at the beach.

LOST PROPERTY
Lost Property is located in the undercovered area.

MONEY AT SCHOOL
All payments for collection by teachers should be brought to school in a sealed envelope, on which is stated the student’s name, room number, year level and the purpose for the payment, eg swimming, excursions, etc. Please place any collected money in the collection box at the rear of the Admin block. MONEY SHOULD NOT BE LEFT IN CHILDREN’S BAGS.
PARKING
Parent parking is available in the car park in front of the Early Childhood Area. This area is not a ‘Kiss and Drop’ area. Provision has been made for two disabled parking bays in this car park. Please do not park in these bays as we have families requiring these spaces. If you wish to use the ‘Kiss and Drop’ area, there is a one-way line of traffic area, specifically for this purpose, on Spinaway Drive. Additional parent parking is kindly offered at the Craigie Baptist Church car park beside the school, which is a short walk to the school.

PARENT COMMUNICATION
We are very happy to work closely with families of Craigie Heights Primary School. There are many opportunities for you to meet staff at the school throughout the year. We encourage you to join us on these occasions.

- PARENT MEETINGS
  A parent meeting will be held early in Term 1 each year to:
  - Provide information about the programs
  - Meet staff

- COMMUNICATION
  The school staff may communicate with you in many ways including:
  - Have a quick chat at the door or make an incidental phone call.
  - Send a note or email about a child’s success or problem during the day.
  - Invite families into the school for refreshments and talk about the learning program.
  - The school Open Night in Term 3 when families can see children engaged in learning activities.
  - Class or school newsletters will provide you with information about forthcoming events & opportunities for family participation, & convey important information to you.
  - Bulletin boards around the school and outside classrooms may carry information about school and community activities, school and individual successes, and incidents such as infectious diseases.

- SCHOOL WEBSITE
  The school website provides current information, news and copies of all forms required for parents, including our newsletter, each Wednesday fortnight.
  The school website is: [http://www.craigieheightsps.wa.edu.au/](http://www.craigieheightsps.wa.edu.au/)

- PARENT INTERVIEWS
  If you would like an interview with the teacher at any time during the year, please do not hesitate to ask. Interviews can be particularly useful if you would like to discuss your child’s general progress, if you have specific concern, or if you would like to make the teacher aware of your child’s specific needs or home situation. Interviews can generally be conducted privately most days before or after school. You will need to arrange a convenient time with the teacher.
SCHOOL UNIFORM
School uniforms are available from Lowes in Whitfords City. PLEASE label all children’s clothing. As we are a Sun Smart school, all children will need to wear a broad brimmed hat all year round for outdoor play. Craigie Heights has a NO HAT, NO PLAY policy. Children should have sunscreen applied before school.

PHOTOGRAPHS
The school has digital cameras which will be used to take photos of your child participating in various activities. On occasions these photos are placed in the school newsletter or around the classroom. Consent for this is given at the time of enrolment, if you no longer wish for your child’s photograph to be published, please contact the school office.

SCHOOL PHOTOS
Professional photographers are booked once a year to take school photos. Order forms will be distributed prior to the photographer’s visit.

SCOOTER/BICYCLE
The following rules apply to students riding bicycles to school: (Children under the age of 8 years MUST be accompanied by an adult)
• Bicycles and scooters are not to be ridden on school grounds.
• Suitable safety helmets must be worn by all cyclists.
• Bicycles and scooters must be kept in the locked bicycle racks provided.
• Cyclists must provide a suitable locking device to secure bicycles.
• Students must walk their bicycles and scooters across the road.
• Bicycles and scooters should be fully equipped with bell, brakes, reflectors etc and be maintained in good order.
• For easy identification, the engraving of an appropriate drivers license number on the frame is advised by the Police Department.
SPORTS CARNIVALS
A sports carnival is held each year in Term 3. All children from Kindy to Year 6 will have the opportunity to be involved in sports and/or games as part of a carnival.

SPORTING FACTIONS
There are 3 sporting factions at Craigie Heights Primary School – Red, Yellow and Blue. Children are allocated into factions in family groups.

SHORT MESSAGE SERVICE (SMS)
The school uses this service to notify parents/caregivers of unexplained absence/late arrival. We also use it to communicate School Community messages such as an unexpected school closure or information about school community activities. You may also use the SMS number to text message notification of school absences. The number is: 0417 995 416

SMOKE FREE SCHOOL
Smoking is prohibited on and within 5 metres of the school grounds and in buildings at all times. Parents are requested to comply with this Health and Safety Regulation.

VOLUNTARY CONTRIBUTIONS AND CHARGES
The school requests a contribution of $50 for all students from Kindergarten to Year 6. We ask for this contribution, which is allocated directly to the classrooms to support learning and teaching programs, for the benefit of your children.
BIRTHDAYS
If you wish to provide a special treat on your child’s birthday (e.g. cupcakes, muffins etc) please do. Just let the teacher know ahead of time. As we are an ‘Allergy Friendly’ school, please do not send anything that may contain nuts or nut products.

CANTEEN
Craigie Heights Primary School has an on-site canteen that operates on a Monday and Friday. Kindergarten students have access to the canteen at lunchtime only.

CLOTHING AND SHOES
It is expected that all children wear the school uniform. It is school policy that children wear appropriate footwear at all times for their safety. Shoes must be closed in. As your child may climb our outdoor play equipment, wearing sneakers or shoes with a grip style is essential. In Junior Primary, we appreciate you leaving a spare set of clothing, including underwear, in your child’s bag all year. Please ensure that you label ALL of your child’s items of clothing with their name and update the clothes when the season changes.

CRUNCH AND SIP
During the two hour session between recess and lunch, children will have the opportunity to take part in Crunch and Sip at a time stipulated by their teacher. They will be able to snack on a piece of fresh fruit or vegetable they have brought and have a drink of water. As the break time is only brief (5-10 minutes) we ask that you please only pack a small piece of fruit (eg. a small apple or banana) or pieces of cut fruit/vegetable in a small container.

LIBRARY BAG
All students from K-6 take part in Library borrowing. Please ensure your child has a library bag, clearly labelled with their name and that books are returned on the appropriate days.

LUNCHES
Children are required to bring their lunch each day, or order their lunch on canteen days if they wish. We as a school are working very hard to promote a healthy lifestyle. Please ensure children have a nutritious lunch. All children require a water bottle daily.

PLAYGROUND EQUIPMENT
For safety reasons the playground is not to be used by any child before and after school. Please supervise younger children when escorting children to and from class to ensure that they do not climb on equipment.

SCHOOL BAGS
A large back-pack is needed to take home all the children’s “works of art” and for storing clothes, lunch boxes and so on. Please check your child’s bag daily as notes are sent home often. The Craigie Heights Primary School newsletter is posted on the school website and Skoolbag App each fortnight on a Wednesday.

TOYS
Children are not to bring toys to school, except if it is part of News telling.
HEALTH
A written note, phone call or personal message is required by the school for any absences, including illness. It is advisable to keep children who are ill at home. Children who have an infectious disease eg measles, chicken pox, must be excluded from school for the period of communicability. Further information about infectious/contagious diseases is available in this booklet.

The Craigie Dental Clinic provides a service to the school. All treatment is undertaken at the clinic (PP-6). Any enquiries please call 9401 3731.

A medication form must be completed at the school office by parents for any child who requires medication to be administered during the school day.

HEALTH PLANS
Throughout the year parents will be asked to provide a health plan for their child if there is a need. The health plan must be completed by a doctor and given to the school office. Health plans are required for such ailments as bee sting allergies, asthma, food allergies, etc.

SCHOOL PSYCHOLOGIST
A school psychologist visits Craigie Heights Primary School weekly on Wednesday morning. This service assists teachers with programs for children with a variety of educational needs.

SICK CHILDREN
Children should remain at home if they are sick and not return until fully recovered. Remember that young children need longer to recover as they are more susceptible to other infections, so please be strong and refuse to listen to pleas from your child for an early return to school. This usually results in the quick spread of infection to other children and staff. As determined by the Department of Health, if your child contracts any of the following communicable diseases, she/he must be excluded from school.

- **MUMPS** – re-admit on receipt of medical certificate of recovery. No need to exclude contacts.
- **MEASLES** – return to school when medical certificate indicates child has recovered, or at least 7 days from the appearance of the rash, if the child is well. CHILDREN WHO HAVE NOT BEEN IMMUNISED WILL BE EXCLUDED FROM SCHOOL IF MEASLES IS EVIDENT IN THE CENTRES.
- **GERMAN MEASLES (RUBELLA)** – return to school when well and no spots. No need to exclude contacts. ALWAYS NOTIFY STAFF.
- **CHICKEN POX** – return to school when scabs are healed and child is well. No need to exclude contacts.
- **IMPETIGO (SCHOOL SORES)** – exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
WHOOPING COUGH – return to school when medical certificate indicates child has recovered. Do not exclude contacts.

CONJUNCTIVITIS – return to school when medically controlled and discharge from eyes has ceased.

RINGWORM – return to school when medical certificate indicates that child is no longer likely to convey the infection. Contacts need not be excluded.

INFLUENZA – re-admit on recovery.

HEPATITIS A – re-admit on medical certificate of recovery or on subsidence of symptoms, but not before 7 days after the onset of the jaundice.

HEAD LICE – return to school after effective treatment has been instituted, and nits are removed from the hair. Family contacts will probably be infected and should be treated accordingly.

SCABIES – exclude from school until effective treatment has been instituted. Family contacts should also be treated.

DIARRHOEA - Exclude until diarrhoea has ceased.

A written note is required by the school for any absences including illness.

MEDICATION
School staff are not expected to administer prescribed medications or treatments that require specialist training such as giving injections. If a student is required to have prescribed medicine over the counter medications or medical equipment whilst at school, parents must complete a medication form that is available from the office. Completed forms will be kept on a file and a copy given to the teachers.

IMMUNISATION
There are a series of immunisation schedules that are recommended before the age of 4. Please check the WA Government Health Website.

HEALTH CHECK
Throughout the first year of Kindergarten the school nurse will provide a 4 year old health check for your son or daughter.

HEARING
If you suspect your child has trouble with their hearing please take your child to your GP. Hearing skills are absolutely critical to learning and should be checked if you have the slightest concern for your child.

ACCIDENTS/ILLNESS AT SCHOOL
Accidents and sickness are inevitable, no matter how careful we are. In the case of minor accidents or illness during the day, parents will be contacted to take their child home. In the case of a serious accident or apparent serious illness, immediate medical attention will be sought without approval of parents. Parents will be notified of any action taken.

UPDATES: It is essential that parents keep the school informed of changes of address or telephone /emergency numbers so that contact can be made quickly.
**Writing Skills (Kindergarten – Year 2)**

It is important that children of this age be encouraged to use the wide FORMATIVE pencils and thick crayons until a correct pencil grip is established. Continual use of the incorrect grip can lead to writing problems later on. Please find below a copy of the Foundation Font print that is taught at Craigie Heights until Year Two. Please use this font, should you wish to teach your child how to print his/her own name. Please ensure your child does not get used to writing only in capital letters.

Aa  Bb  Cc  Dd  Ee  Ff  Gg  Hh  Ii
Jj  Kk  Ll  Mm  Nn  Oo  Pp  Qq  Rr
Ss  Tt  Uu  Vv  Ww  Xx  Yy  Zz
1  2  3  4  5  6  7  8  9  10

If you encourage your child to write his/her name please use the lower case style with an upper case letter for the first letter only.

Example:

Christopher Jones
LEARNING IN HARMONY

Verse 1
At Craigie Heights we all stand together.
At Craigie Heights we all sing as one.
We look out for each other,
We’re sisters and we’re brothers.
We’re learning in harmony.

Chorus
We are learning in harmony.
We are learning who we can be.
We’re looking and playing, and living and growing,
We’re learning in harmony.

Verse 2
At Craigie Heights we look to the future,
At Craigie Heights we care for our world,
We can make a difference,
United we can make sense.
We’re learning in harmony.

Repeat Chorus