

2024



Como Primary School Community Handbook

- ONLY OUR BEST -

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Welcome to Como Primary School

We present our Community Handbook to support your child's transition to learning at Como Primary School during the 2024 school year.

Established in 1916, Como Primary School has a long and proud history of high academic achievement built around strong partnerships between the school and our families. Our school's continued success and our commitment to future-focused learning means Como Primary School continues to be a school of choice.

We believe in developing the whole child and supporting each student to reach their potential. Our motto – **ONLY OUR BEST** – applies equally to the academic, social, emotional, and physical development of all our students from Kindergarten to Year 6.

Our educational environment is enhanced through evidence-based practices and a range of extra-curricular opportunities. Our school offers a diverse and engaging curriculum, including specialist programs in music, visual arts, physical education and French.

Como Primary School students are noted for their enthusiasm for learning, positive behaviour and for embracing diversity. These ideals are actively promoted and fostered through our long-running Virtues & Values program, and within our school creed and school song.

Students' health and well-being are supported at Como Primary School through the implementation of targeted, research-based programs and our Students at Educational Risk (SAER) team, including our school chaplain. This inclusive program enables us to encourage a collective effort to optimise outcomes for all students.

The staff at Como Primary School work as a dynamic team. There is a strong sense of community within the school due to staff working closely with the parent community to build strong partnerships that assist our school to continue to change and grow. Their own commitment to life-long learning ensures they are actively involved in professional learning to enrich their teaching practice.

Our school is supported by an enthusiastic and dedicated P&C, our School Board, and our local community. Our positive school culture and climate is enhanced by these partnerships. Our school's connection to the local area is highlighted by our school colours – purple, yellow, and green – representing the wisteria and golden wattle which grew in abundance in the area.

Please take the time to review this Community Handbook, and to explore our website to learn more about our school. Should you require any further information, please contact our Administration Office team.

We look forward to you joining us as we achieve **ONLY OUR BEST**.



Robert Marshall
Principal

Como Primary School respectfully acknowledges the Traditional Owners, the Whadjuk people of the Noongar boodja. We recognise their continuing connection to the land, water, and the community. Together we share this land Australia and provide the best education for all children.

School Essentials

General Information

Address: 206 Labouchere Road, Como WA 6152
Telephone: (08) 6455 0350
Email Address: como.ps@education.wa.edu.au
Website: www.comoprimaryschool.wa.edu.au
Office Hours: Monday – Friday 7:30am – 3.30pm
 (closed for school holidays)



School Hours

Learning Commences 8.45am
Recess 10.55 – 11.15am
Lunch 12.15 – 1.02pm
Learning Finishes 3.05pm

Children arriving between 8:15 - 8.30am meet in the library as they cannot otherwise be safely supervised.

The school hosts before and after school care through OSHClub. Information relating to this can be obtained online through their website at www.oshclub.com.au, at the OSHClub space before or after school or from the Administration Office.

Kindergarten Schedule

Banksia	Monday & Tuesday 8.45am – 3.05pm Wednesday 8.45am – 3.05pm [alternate weeks]
Wattle	Thursday & Friday 8.45am - 3.05pm Wednesday 8.45am - 3.05pm [alternate weeks]

Term Dates

Semester 1		
Term 1	Wednesday 31 January – Thursday 28 March	
Term 2	Tuesday 16 April – Friday 28 June	
Semester 2		
Term 3	Tuesday 16 July – Friday 20 September	
Term 4	Tuesday 8 October – Thursday 12 December	
2024 School Development Days (Students do not attend school on these days)		
Monday 29 January	Tuesday 30 January	Monday 15 April
Monday 15 July	Monday 7 October	Friday 13 December
Public Holidays		
Labour Day Monday 4 March	Good Friday Friday 29 March	Easter Monday Monday 1 April
Anzac Day Holiday Thursday 25 April	WA Day Monday 3 June	King’s Birthday Monday 23 September

Term Planner

Our term planner is available on our Schoolzine Calendar attached to the weekly newsletter and through the Schoolzine app. Events such as excursions, carnivals, school development days, public holidays, P&C meetings and School Board meetings will be listed.

School Administration and Executive Team

The School Administration and Executive Team guide the school operations. The 2024 team is comprised of:

- **Principal** – Robert Marshall
- **Deputy Principals** – Penny Herne, Rachael Curtis
- **Manager Corporate Services** – Jo Adams

All final decisions rest with the Principal, who is responsible for:

- the educational leadership, operation and management of the school;
- delivering education programs that meet the needs of students and are in accordance with requirements of the School Curriculum and Standard Authority Act 1997;
- ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- ensuring appropriate standards of academic and non-academic achievement;
- articulating how the financial and human resources will be used to deliver the educational program;
- developing a workforce plan encompassing future needs and;
- compliance with all legislation.

School Strategic Plan 2024-2026

Como Primary School has a comprehensive three-year **Strategic Plan (2024 - 2026)** that is supported by annual Implementation Plans. These plans provide directions the school will follow to ensure ongoing improvement as we meet our school vision -

Building an inclusive community where all are inspired to learn and empowered to excel.

Our school has identified four key strategic pathways towards meeting our school vision.

Pathway 1
High Quality Teaching & Learning

Pathway 2
Inclusive & Engaging Learning Environment

Pathway 3
Positive Partnerships & Relationships

Pathway 4
Effective Governance & Leadership

A copy of the plan is available via the school website and on Schools Online.

Annual Report

Each year, our school publishes an **Annual Report** to provide information to parents and the community on the progress the school has made in achieving its vision.

Key areas of the report include:

- annual highlights
- enrolment data
- attendance data
- school performance data.

A copy of the annual report is available via the school website and on Schools Online.

Houses

All children from Years 1 to 6 are placed in one of four Houses. The House are as follows:

CANNING	CHALLENGER	FORREST	STIRLING
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All students are encouraged to wear their House shirts each Friday. Siblings are allocated to the same House, with Pre-Primary students being allocated a House in Term 4.

The House competition embraces all aspects of school life including academics, school citizenship, leadership and sports. Through the year students earn House Points and Honour Certificates for positive behaviour, academic achievement and effort in learning. These are acknowledged at assemblies and points got towards the House Term Trophy and the annual House Shield.

House sports competitions include House Swimming, House Athletics, Cross-Country and the P&C Sports Shield.

Uniform Shop

The uniform shop is open every Friday between 2:30 – 3:30pm next to Room 9.

If you are not able to attend the opening hours, orders can be made online through the school website -

www.comoprimaryschool.wa.edu.au/parent-information/uniform-shop/

The Uniform Shop welcomes donations of second-hand uniforms. Money raised from the sale of second-hand uniforms goes to the Como Primary School P&C.

Personal Requirements List

Personal Requirements Lists are distributed in November for the coming year, or at time of enrolment. We request students are provided with all these requirements when they start at Como Primary School.

All items are essential, and most can be obtained from newsagencies or department stores. Student workbooks should be sourced from the preferred supplier highlighted on the Personal Requirements List. Copies of these lists are also available from the Administration Office at any time.

All Year 1-6 students are required to have a **diary/homework organiser**. In addition to building positive self-management skills, these diaries also provide a further opportunity for communication between school and home. School diaries are available for purchase from the Administration Office.

All students are required to have a **library bag** (35cm x 40cm). Students are only permitted to borrow books from our school library if they have their library bag. A library bag can be purchased through the Uniform Shop.

Personal & Lost Property

Children should not bring electronic devices/games, large sums of money, jewellery, sporting gear or valuable goods of any kind to school. These are not covered by any insurance and the school is not responsible for any loss of property.

Please clearly label every item your child wears or brings to school. Clear labels assist teachers to return items to the rightful owner. Items of clothing found around the school are placed in the lost property trolley situated outside Rooms 6 & 7. Any other lost items can be claimed from the Administration Office.

Canteen – The Como Cookout

The Como Primary School P&C operates the school canteen on **Wednesday – Friday each week**.

All ordering is completed online through Spriggy Schools – www.spriggyschools.com.au.

A copy of the menu is available on the school website – www.comoprimaryschool.wa.edu.au/parent-information/canteen-the-como-cookout/

The canteen operates thanks to the efforts of parent volunteers, and new volunteers are always welcome. Information on volunteering in the canteen is available on the website, and through the school newsletter.

Assemblies

Assemblies are held every Friday morning in the P&C Hall. Parents are welcome to attend.

During assemblies our virtues are highlighted, key messages are shared with students and student success is celebrated. Honour Certificates are presented each fortnight. Teachers will notify parents when their child is to be a recipient of an award. The names of award winners are published in our newsletter.



Enrolment and Administration

Enrolment Information

Como Primary School offers classes from Kindergarten to Year 6. Students are accepted for enrolment at Western Australian schools if they live within the school's local intake area -

www.det.wa.edu.au/schoolsonline/local_intake.do?schoolID=5110&pageID=SP09

General information for parents regarding how public schools prioritise and manage student enrolments is available through the Department of Education's website - www.education.wa.edu.au/web/our-schools/enrolling-in-school

Appointments can be made through the Administration Office for a team member to take you on a school tour.

All new families are required to complete an **Application for Enrolment**, which is reviewed by the Principal. Please provide the following items with the application:

- birth certificate / passport
- visa (if applicable)
- Australian childhood immunisation register (ACIR) history statement (immunisation record). Telephone 1800 653 809 or visit www.mygov.au to request your child's ACIR Statement
- proof of address (rates notice/lease agreement, and two other forms (ie utility account)).

Once the *Application for Enrolment* form is complete with all attached documentation, it is signed off by the Principal. If your application is successful, you will then be asked to complete a **Student Enrolment Form** at the school. This form is included in a separate package of information.

For further information about receiving an application and enrolling your child at Como Primary School, please contact the school by phone (08) 6455 0350 or email como.ps@education.wa.edu.au.

Child Health Information

When enrolling your child the school must sight a recent copy (printed within two months) of each student's immunisation record (ACIR history statement) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school.

When enrolling your child, you will be asked to:

- provide a copy of your child's immunisation record (ACIR history statement). Telephone 1800 653 809 or visit www.my.gov.au/ to request your child's ACIR Statement
- complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- complete, sign and return on or more specific health care plans if the Health Care Summary indicates your child requires support at school
- ensure that any medication and equipment you provide for your child is up to date and in working order.

NOTE:

- You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child.
- Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible.

Students with Special Educational Needs

Parents of students with special education needs are asked to contact the school and discuss the needs of their child at enrolment to ensure the most appropriate program is put in place to meet the needs of their child.

Up to Date Records

It is essential that all student information provided is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

Student welfare is our highest priority. It is vital that in an emergency, we can reach parents/carers immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore, it is important that this contact information is kept updated. If there are changes of address, telephone number, emergency contacts or medical details please ensure that the school is notified immediately.

Access Rights

Parents and carers are advised that the ***School Education Act (1999)*** obliges parents to inform schools of any Family Court Orders or other orders which are applicable to their children. A copy of a Family Court Order must be supplied to the school so staff members are aware of family arrangements, restricted access, etc.

Documentation is required otherwise both parents will have equal rights of access. It is important the school be notified of any changes to access rights.

Attendance & Student Absences

As per the ***School Education Act (1999)***, all children of school age are required to attend the school on the days the school is open. Student attendance is recorded each day at the commencement of the morning and afternoon sessions. Children are expected to be punctual to class.

If your child is absent from school, parents are required to provide an explanation for the absence by contacting the Administration Office, or through the ***Schoolzine*** app. ***This is a legal requirement.*** Where an absence has not been explained, or an unsatisfactory pattern has developed, the school will contact parents or caregivers directly.

The Department of Education does not authorise student absences for family holidays that occur during term time. Parents are required to notify the Principal in writing of the intention to take holidays during term time. The Principal will sign the advice; however, absences will be recorded as unauthorised. The school is not able to provide learning tasks or activities for students absent from school due to family holidays.

Collection of Students

Please be punctual at both drop off and pick up times. Kindergarten and Pre-Primary must be dropped off and picked up at the classroom door with acknowledgement from the classroom teachers. Only adults with permission will be permitted to take a child home from school.

All uncollected students must wait at the Kiss and Drive area on Coode Street. After 3.15pm, uncollected students will be brought to the Administration Office and parents contacted.

If you are going to be late due to unexpected circumstances, please advise the Administration Office. On these occasions students need to be picked up from the Administration Office. For safety reasons, the school must be advised if someone other than the parent will be picking up your child. Teachers will exercise their judgement about the condition of persons collecting the children if there are any concerns.

If students are required to leave the school at times during the day, parents are required to first sign students out of the school through the Administration Office and to collect a leave pass to present to the teacher. Teachers will not release students from the classroom without this pass to ensure student safety.

Students are only released to parents or adults that the school has been previously informed will be collecting them. Students are only allowed to leave the school grounds with parental consent and with an appropriate adult.

Students Leaving During The School Year

If your child is permanently leaving our school, please advise the Administration Office at least two weeks prior to departure. Please leave a forwarding address so any materials belonging to your child can be forwarded if required.

Voluntary Contributions and Charges

The determination of voluntary contributions and charges has been approved by the School Board. The 2024 ***Voluntary Contributions & Charges*** can be downloaded from the school website.

Voluntary payments are requested from parents and go towards the cost of materials, services and facilities used by our students. Whilst contributions are voluntary, the quality of our teaching and learning program is enhanced when each family contributes to supplementing received school funding.

Student participation in extra-curricular and/or optional school events and activities is conditional on payment of costs by the nominated due date.

School Payments

Payments to the school can be made through the Administration Office using one of the following methods –

➤ EFTPOS

➤ Cash

➤ Direct Debit

School Community

School Board

The Como Primary School Board works in partnership with the Principal to shape and review our strategic directions and priorities. It assists in:

- Developing & reviewing the school's Strategic Plan
- Monitoring school performance
- Reviewing & approving aspects of the school budget and charges
- Establishing & reviewing the school's objectives, priorities and general policy directions

In addition, the School Board acts as ambassadors and advocates for the school. Board members bring ideas, expertise and community voice to support the Principal and strengthen our school's capacity to meet the needs of our students.

Further information on our School Board is available on the school website:

www.comoprimarieschool.wa.edu.au/our-school/school-board/

Parent and Citizens Association (P&C)

The Como Primary School Parents and Citizens Association provides parents and community members the opportunity to participate and contribute to the educational experience of our students, brings parents together to share information and views, and assists the school in building positive engagement with students and families.

Meetings are held twice per term, with all parents welcome to attend.

Each class has a dedicated P&C Representative contact person to assist with welcoming new families and building school/community relationships.

Further information on the Como Primary School P&C Association is available on the school website:

www.comoprimarieschool.wa.edu.au/parent-information/parents-and-citizens-pc/

Student Leadership

Como Primary School values student leadership. We have various opportunities for our students to lead including -

- School Prefects
- House Captains
- Library Captain
- Loose Parts Leaders
- Music Captains
- Sustainability Captains
- Technology Captains
- Games Captains
- Visual Arts Captains



Parent / Community Help

Parent assistance in classrooms and with school activities is always very welcome. Contact your child's classroom teacher or watch for notes via Connect or in the school newsletter asking for assistance with special school events. The canteen is another area in which parent help is always welcome – information on assisting in the canteen is also available in the newsletter.

Parents working with children in the classroom are required to complete a *Volunteer Declaration Form*, which is available from the Administration Office. In some cases, there may also be a need to obtain a Working with Children (WWC) Check. Information on these requirements is also available from the Administration Office.

Visitors on School Premises

All visitors on the school premises are required to sign in and out using the designated iPad at the Administration Office or the Early Learning Centre.

Parents and carers who are attending school solely for the purpose of dropping off or picking up their child/ren do not need to sign-in.

Parent Volunteers – Working With Children Requirements

When a parent attends the school to volunteer, you will be required to sign a Parent and Child Volunteer Declaration Form. You cannot volunteer if you have a current Working With Children Negative Notice or Interim Notice.

You are considered a volunteer when you assist with activities such as reading sessions, day excursions, canteen duties, helping at a sports carnival or carrying out P&C duties.

You are not a volunteer when:

- Picking up and dropping off your child
- Observing events, such as school assemblies
- Attending parent and teacher meetings
- Visiting the Uniform Shop

If your circumstances change, and you are issued with a Negative Notice, or Interim Negative Notice after completing the declaration form, you must inform the Principal.

A current Working With Children Check is required by all other family members and friends over 18 years of age who want to volunteer.



Communication

The staff at Como Primary School value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face to face will enhance the valuable two-way communication that is necessary between parents and the school. We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.



Details of specific parent and community engagement events and activities will be communicated via newsletters and Connect. Where appropriate, teachers should be your first point of call to discuss most issues concerning your child's learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory outcome is achieved for all. If you have any concerns during the year regarding your child, we would appreciate if these issues are relayed to your child's teacher or please email the school at como.ps@education.wa.edu.au as soon as they arise. Please do not contact staff after 4.00pm. You will find that there is often a simple solution. If you need a more detailed discussion, please feel free to make an appointment.

Leaving Messages During School Hours

Messages for children of an **URGENT** nature only will be taken by telephone through the Administration Office.

Methods of Communication

Our school utilises the following methods of communication to engage with families and the wider school community:

- Connect
- School Website
- Newsletter

Connect

At Como Primary School we use the Connect platform to communicate with parents and students. It is a free and secure teaching and learning platform supported by the Department of Education. Staff, parents and students can access it anywhere, at any time and on any device. If you are having problems receiving notices please contact the Administration Office.

In addition to sharing information to parents from the school or from your child's classroom, Semester Reports for all PP-Year 6 students are distributed to families via Connect.

The Connect Now app is available from the Apple App Store and Google Play. This app allows families to receive instant notifications on your phone, and allows for easy viewing of Connect notices, photos and attachments without having to log onto the Connect website, allowing you to easily stay up-to-date with your child's schooling.



School Website

Our Como Primary School website - www.comoprimaryschool.wa.edu.au - is a central point of information about the school. This is an excellent communication tool. Newsletters can also be accessed here.

Newsletters

The newsletter is distributed through our website and via the Schoolzine app each Thursday. A message advising the new newsletter is available will be sent to your e-mail address. Newsletters are numbered so that parents will know if a copy has been missed. Please take the time to read this very important form of communication as your child will benefit from your interest and the school relies on this communiqué to advise families of events and activities that are planned to occur.

Parent Information Sessions

Each teacher/class holds a meeting with their students' parents early in Term 1 each year. This is an opportunity to meet your child's classroom teacher. At this meeting, teachers outline curriculum programs, behaviour management, homework expectations and other operational aspects and expectations for the year. It is an opportunity to ask questions you may have about the year ahead. Parent information evenings are not opportunities for formal parent interviews, however interviews can be arranged at this time.

Parent Teacher Interviews/Meetings

The Executive Team and teachers are always pleased to discuss with parents any issues that may arise either with their children's schooling or general welfare. Parents wishing to meet with teachers are requested to make an appointment.

Teachers cannot come to the telephone during lesson times. Personal telephone numbers for teachers or students are not given out.

Interviews will be of two types:

- Parent / Teacher Interviews held as required at the request of either party.
- Interviews for those parents who wish to discuss their child's report.

Appointments to see the Deputy Principals or Principal can be made by telephoning or calling into the office.

End of Year Presentation Events

PP-Year 3 Special Assembly

Our PP-Year 3 Special Assembly will take place in Term 4, Week 9 during school hours. This event celebrates the successes of our younger students.

Each class in Years 1-3 presents two Academic Excellence Awards and two Endeavour Awards.

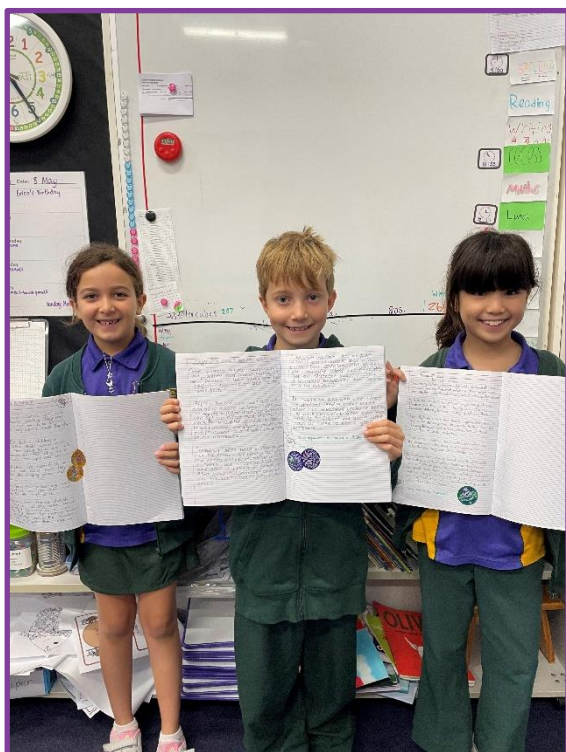
Pre-Primary students receive Graduation Certificates to farewell the Early Childhood Area.

Speech Night

The Speech Night is held for Year 4-6 students in the evening during Term 4, Week 9. This event celebrates the efforts and achievements of students, staff and the school community.

Year 6 students receive their graduation certificates, and awards of merit are awarded. Academic Excellence Awards and Endeavour Awards are also presented to selected students in each classroom from Years 4-6.

While attendance is voluntary, this event is a long-standing tradition of the school, and is well-supported by the school community.



Teaching & Learning

Curriculum Vision

At Como Primary School, our staff plan, teach, assess and report using the **Western Australian Curriculum** and the **Como Primary School Curriculum Planning & Teacher Support Guide**.

We believe in strong foundations in the early years of schooling. We are guided by the **Early Years Learning Framework** and the **National Quality Standard**, combining explicit instruction, play-based learning and targeted intervention and support.

Teachers work as individuals, and as a member of a Professional Learning Team, to provide our students with learning programs that combine explicit teaching with differentiated, rich and engaging tasks to empower every student to excel and to gain a love of learning.



Specialist Programs

Beyond the classroom programs, our school has specialist teachers for Physical Education, Performing Arts (Music), Visual Arts and Languages (French).

Physical Education

All students Pre-Primary to Year 6 engage in our school's Physical Education program. This program develops and enhances the physical activity skills for all students, and encourages a healthy and active lifestyle.

In addition to weekly Physical Education lessons, students in Years 5-6 participate in Senior Sport every Friday. Students also have opportunities to participate in a range of opportunities to participate in school and interschool sporting events including swimming, athletics, cricket, and soccer.

In-Term Swimming lessons are conducted annually for children Pre-Primary to Year 6 by trained swimming teachers employed by the Department of Education. Instruction is free, however payment is required for bus transport and pool admission. Children are strongly encouraged to attend.

Performing Arts (Music)

Within the music program, students experience creating, sharing and performing music for their peers and the school community. Students in Years 1-6 attend weekly lessons with the specialist teacher in our dedicated music room, developing musical literacy, performance skills and appreciation for the music of a range of cultures.

Our school has two choirs - a junior choir open to all students in Year 2-3, and a senior choir open to all students in Year 4-6. These choirs perform throughout the year at school events, choral festivals and for the wider community.

Identified students are offered the opportunity to participate in the instrumental music program. Instruments offered through visiting instrumental music teachers from the **Instrumental Music School Services** -

- Trumpet
- Trombone
- Clarinet

The annual hire charge is payable prior to the students being issued with an instrument.

Visual Arts

Students in Year 1-6 experience the special knowledge and skills contained in our specialist Visual Arts program.

Students create and exhibit works in a range of visual arts forms including painting, textiles, sculpture, and mixed media, applying the skills, techniques, processes and conventions of the visual arts. Elements such as colour, texture, shape, form, space and pattern are all explored within our specialist art studio.

Languages (French)

All students in Year 3-6 participate in French language and cultural studies. Our French program develops understanding and appreciation of another culture and the ability to communicate through spoken and written forms. Learning programs are theme-based to encourage interest and provide context for rich, real language learning.

Differentiated Learning

Como Primary School recognises each child is an individual and ensure our classroom learning is inclusive and differentiated. This may take the form of remedial intervention, or academic enrichment, extension or acceleration. In support of the classroom learning programs, students at Como Primary School may access some of the following additional programs.

English as and Additional Language (EAL/D)

For many students, including our overseas fee paying students, English is the second language spoken at home. Our school has an EAL/D Lead Teacher who assists teachers in developing, monitoring and assessing appropriate programs for these students. It may also be appropriate for students to participate in targeted teaching sessions with our EAL/D Lead Teacher.



LEAP

LEAP is a school-based initiative which provides additional extension and enrichment opportunities to identified students in Years 2-6. Students participate in project-based learning programs designed to strengthen higher order thinking skills. The program encourages students to embrace academic challenge, and allows our school to monitor the progress and social well-being of gifted and talented students in our school.

Primary Extension and Challenge (PEAC)

PEAC offers a supplementary program for gifted and talented students, and provides them with opportunities to extend, challenge and develop their thinking skills. State-wide testing is conducted with Year 4 students for identification to the PEAC program in Year 5-6. PEAC students are given the opportunity to learn alongside their intellectual peers, usually one morning or afternoon each week, during school time at an offsite venue.

Bring Your Own Device (BYOD)

Our school operates a BYOD program in Year 4-6. This program is centred around developing the digital competency of students, enhancing learning outcomes and increasing student engagement.

Further information on our BYOD program is available on our school website – <https://www.comoprimaryschool.wa.edu.au/teaching-learning/byod-program/>

Virtues & Values Program

Our Virtues & Values program underpins all teaching and learning in our school. It is also an important part of our proactive approach to supporting positive student behaviour.

Each fortnight we focus on a particular virtue through our assemblies, classroom learning programs, and Buddy Time.

Through the year, Como Primary School students cover the following virtues -

Friendliness
Consideration
Understanding
Truthfulness

Respect
Confidence
Cooperation
Peacefulness
Helpfulness

Tolerance
Determination
Kindness
Generosity
Cleanliness

Excellence
Orderliness
Creativity
Enthusiasm



Incursions & Excursions

To support and enhance our learning programs, through the year students will have the opportunity to participate in incursions and excursions. Parents will be advised of these events, and of any additional costs that is required. Incursions may require additional parent consent for their child to participate, while all excursions will require parent consent (as students leave the school grounds).

Incursions and excursions are only run when they add value to our students' learning, and as such, we encourage all our students to participate in these events.

Homework

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It can also relationship between school and home, and supports parents to stay informed about their child's learning program and progress.

At Como Primary School, our guidelines and expectations regarding homework are outlined in our Homework Policy which is available on our website.

Reporting to Parents

At Como Primary School we believe assessment of learning is integral to the achievement of high quality learning outcomes. We are committed to providing clear and consistent reporting regimes. Reporting for Years Kindergarten to Year 6 includes:

- Semester Reports (distributed via Connect)
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Years 3 and 5. Reports will be issued in Term 3
- Other methods of reporting will be used on a needs basis.

They could be:

1. Telephone discussions between parents and teachers and informal encounters and discussions.
2. Parent teacher meetings that may include three-way conferences in which the children participate.
3. Information sessions about the teaching and learning program, timed to suit the needs of each child or year group.
4. Letters and other forms of correspondence from teachers and other school personnel to advise parents about successes or concerns



Policies & Procedures

Key school policies are available on the school website –

<https://www.comoprimarieschool.wa.edu.au/our-school/school-policies/>

School Dress Code

All public schools are required to have a dress code, and students are required to comply with the code unless granted a specific exemption. Our dress code has been established by the staff and School Board for all students attending the school. Acceptance of enrolment at Como Primary School assumes that parents will support the school's dress code.

Our school uniform features a purple and yellow polo shirt (which includes our school logo) and bottle green pants and jackets. Uniform items are available from the School Uniform Shop. Clothing which is of the same style and colour may be purchased from alternate sources.

Hats

Our school operates a **NO HAT - PLAY IN THE UNDERCOVER AREA** policy. Wearing of broad brimmed hats is expected. Any child not wearing a hat in the playground will be directed to play in the Undercover Area. It is recommended that students wear the broad brimmed hats offered as part of the School Dress Code.

Hair

Shoulder-length hair should be pulled back or tied up in a style which takes the hair away from the face and off the shoulders. This is neater and helps to support safety and health.

Positive Behaviour

Our school community believes that the students, staff and parents have a right to work together in a safe and caring environment, showing respect, cooperation and kindness towards others.

In line with the Department of Education's *Student Behaviour in Public Schools Policy*, consistent and achievable expectations of behaviour (in line with our Virtues and Values) are taught, discussed, model and actioned. All students commence with and retain "good standing" while exhibiting the expected behaviours.

Loss of good standing occurs after a serious breach, or repeated breaches, of the expected behaviours. A restorative approach is used for students to own and accept responsibility for their behaviour, and to repair and strengthen relationships.



Mobile Phones & Smart Watches

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. It is important to note that it is not a requirement at Como Primary School for students to have a mobile phone at school.

Our school recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. Our **Mobile Phones in School** policy details the conditions under which mobile phones and smart watches are permitted at Como Primary School, and is available on the school website.

Getting to School

Bicycles/Scooters

Students are encouraged to be active and ride their bikes if permitted by their parents. Bike and scooter racks are provided in the bicycle cage by Room 12 (Coode Street). It is strongly advised that a locking device be used. The cage is locked at the start of the day, and unlocked at 3.05pm.

WA Police advise that children under the age of 10 years are restricted in their peripheral vision development, which can be a hazard when riding in any form of traffic; hence only upper primary students only are encouraged to ride to school. Bike riders are required by law to wear a helmet at all times when riding.



Bicycles / Scooters **ARE NOT** to be ridden in any part of the school grounds or paths at any time.

Crosswalk

A supervised crosswalk is available on Thelma Street. This is manned by an attendant before and after school. Please ensure that your child uses the crosswalk appropriately and treats the attendant with respect.

Kiss and Drive/Parking

Parents are encouraged to make use of the “Kiss and Drive” bays located on Coode Street. Children to wait on the paved area near the bays. The driver pulls into the bays and collects the children without leaving the car to enable easy flow of traffic and to assist in safe and quick collection of children.

We request the support of the community in following the *Traffic Flow Plan* when approaching the Kiss and Drive during peak times. This is on our website - <https://www.comoprimarieschool.wa.edu.au/parent-information/kiss-and-drive/>

Kindergarten and Pre-Primary children are too young to use the “Kiss and Drive” and need to be collected from class. **Parents cannot park in the Kiss and Drive Bays and leave the car to collect the children.**

Under no circumstances is anyone permitted to park in the Kiss and Drive Bays between the hours of 7.30am – 9.00am and 2.30pm – 4.00pm.



The staff car park is **only** to be used by employees of the Department of Education. Parents are requested to exercise extreme care and pay close attention to Council Parking By-Laws.

Student Health and Well Being

Our school aims to promote the health, safety and wellbeing of students, staff and families. Our **Health, Nutrition and Hygiene Policy** is available on our website.

Healthy Food and Drinks

At Como Primary School, we promote sound nutritional practices -

- We are a *No Lolly School*.
- Educating students as part of the curriculum on food choices and developing positive eating habits.
- Providing information and resources (eg: pamphlets, posters) of a general nature to students and caregivers.
- The bringing of food to share with other students within the classroom is not permitted. This has implications under the healthy choices policy, under food preparation and the approach to supporting students with a range of dietary needs and/or allergies.
- Parents are encouraged to provide a variety of healthy lunches, snacks and drinks as outlined in the healthy eating traffic light system. The canteen menu is also in line with this requirement.
- Parents are encouraged not to give children foods containing nuts or peanuts to be consumed at school.
- Students are encouraged to drink plenty of water through the day, especially during the summer months.
- Parents wishing to send cakes to school to celebrate their child's birthday may only provide small cupcakes. The canteen can provide cupcakes if pre-ordered.

Student Illness or Injury

Please do not send your child to school if they are unwell.

While staff can treat minor injuries and provide a short period of rest for a student feeling unwell, should a student be unable to return to the classroom the listed parent/guardian will be contacted to collect their child. If the parent/guardian cannot be contacted, the emergency contact person listed on the child's enrolment form will be called.

Staff are unable to treat serious illness or injury. Staff are also unable to administer medications without directions from a medical practitioner. Should a parent/carer be unable to attend to assist a child who is unwell or injured, and the Principal or Deputy Principal believe medical attention is required, the student will be transported to the nearest public hospital by ambulance at the cost of the parents.

Adults collecting sick or injured children are to enter the Administration Office and sign the student out using the iPad provided. It is of great importance that the school is informed of any change of address, phone number, doctor's name, or children's medical conditions.

Students Requiring Medication

If a child requires medication, it is always preferred that the medication be given out of school hours. When assistance is required with the administration of medication by school staff, the parent is responsible for requesting this assistance from the school. The parent and prescribing doctor must complete a 'Health Care Authorisation' form. Teachers are unable to assist with administering medication unless the Health Care Authorisation has been completed and the school has the resources to meet the requirements of the prescribing doctor.

The parent is responsible for ensuring that the medication is clearly labelled and not out of date.

Communicable Diseases

Please do not send your child to school with an infectious disease. The following recommended exclusion periods apply for common diseases, taken from the Health Department of Western Australia's guidelines:

- **Chicken Pox:** Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
- **Conjunctivitis:** Exclude until discharge from eyes has ceased.
- **Impetigo:** (School sores) Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
- **Influenza:** Exclude until well.
- **Measles:** Exclude for at least 4 days after onset of rash.
- **Mumps:** Exclude for 9 days after the onset of swelling.
- **Pediculosis:** (Head Lice): Readmit the day after appropriate treatment has commenced and all eggs removed.
- **Ringworm:** Readmit the day after appropriate treatment has commenced.
- **Rubella (German Measles):** Exclude for at least 4 days after the onset of rash.
- **Scabies:** Readmit the day after appropriate treatment has commenced.
- **Whooping Cough:** Exclude the child for 5 days after starting antibiotic treatment.

Dental Service

Children have the opportunity to utilise the free dental service at the Mt Henry School of Dental Therapy. Appointments cards are sent to the school and forwarded to families to make arrangements directly with the dental clinic. Enquiries regarding this service should be made directly with Mt Henry School of Dental Therapy – Ph. 9313 0552

Head Lice Policy

Head lice are a common problem in all schools. Our school adopts the guidelines developed by the Department of Health. Parents will be contacted to come and collect their child if lice are found. Students may return to school after treatment has commenced and all eggs are removed. Parents are responsible for checking their children's hair on a regular basis to ensure that head lice are not present. Classes will be notified of head lice where appropriate.

Thank you for taking the time to read this handbook.

Please do not hesitate to contact the school if you have any queries at any time.

We hope that you and your child have a happy and successful stay at Como Primary School.

