

Together Toward Tomorrow

Glen Huon Primary School



SCHOOL HANDBOOK 2023

Contact us

Front Office: 9796 7500
SMS Attendance: 0448 975 967
Email: glenhuon.ps@education.wa.edu.au
Website: www.glenhuonps.wa.edu.au
Dental Therapy Centre 9725 0144



ClassDojo



Glen Huon Primary School P&C



connect
Connecting education

Term Dates 2023

Term 1

Wednesday 1st February – Thursday 6th April

Term Break

Friday 7th April – Tuesday 25th April

Term 2

Wednesday April 26th – Friday 30th June

Term Break

Saturday 1st July – Monday 17th July

Term 3

Tuesday 18th July – Friday 22nd September

Term Break

Saturday 23rd September – Monday 9th October

Term 4

Tuesday 10th October – Thursday 14th December

School Development Days

Monday 30 th January	Tuesday 31 st January
Monday 24 th April	Monday 17 th July
Monday 9 th October	Friday 15 th December

Public Holidays

Labour Day	6 th March
Good Friday	7 th April
Easter Monday	10 th April
ANZAC Day	25 th April
Western Australia Day	5 th June
King's Birthday	25 th September

[2024 Term Dates](#)

Our School Day

Pre-primary – Year 6

Monday - Friday

8:10am Classrooms open

8:30am – 2:35pm

Kindergarten

8:10am Classrooms open

8:30am – 2:30pm

All Kindergarten classes will attend a 5 day fortnight

Odd weeks - Tuesday, Wednesday and Thursday

Even weeks - Tuesday and Wednesday

WELCOME TO Glen Huon

We are an Independent Public School, serving a diverse, dynamic, and empowered community of students, staff and families who work in partnership to deliver the best educational outcomes for children.

This Handbook is designed to provide important operational information about our school. Please keep and refer to this handbook throughout the year. Items included are arranged in alphabetical order for ease of reference, with a section at the front for details on our Kindergarten and Pre-primary programs.

One aspect of our school that is very important is our focus on **Positive Behaviour Support** and our Four Expectations – *Be Respectful, Be Responsible, Be Safe and Be an Active Learner*.

These are the behaviour expectations that guide our standards and apply in all instances by all within our school community – students, staff, and parents/carers.

Dissemination of information about the school is very important to us and we hope that the details provided will help establish strong links between school and home.

We trust you will enjoy reading and learning about our school and in so doing work in partnership with us to assist your child/children.



Early Childhood @ Glen Huon PS

Kindergarten is the beginning of a wonderful learning journey where teachers and parents can work together in the best interests of the child. We hope you and your child enjoy your time at Glen Huon Primary, creating lasting memories and lifelong friendships.

We strive to provide every child the best start to their school education in a supportive and enjoyable environment, whatever their ability, whatever their needs.

Children are guided to develop socially, emotionally and academically in a holistic fashion, in consultation and collaboration with families.

You will see a balance of play, explicit instruction and teacher-led activities that nurture them as the whole child.



Early Childhood Education at Glen Huon Primary School makes its foundation in the whole school vision, and we believe that every child is a respected individual who is at the heart of our planning and our school, so that they can...

BE

- Independent, lifelong learners who make conscious choices about how they contribute to their local and global worlds.
- Supported to explore their environment in ways that enhance their learning opportunities.

BELONG

- To a nurturing, respectful and supportive community that develops warm, positive relationships, in a safe, consistent way.
- To a diverse, inclusive community that celebrates and recognises the strength and talents that every individual has.

BECOME

- The best they can be by being supported to reach their full potential through recognition of individual needs.
- Lifelong learners through carefully planned, stimulating and meaningful experiences that add value to their lives.

Social Emotional Development

In the Kindergarten there is a strong focus on teaching the children to develop their social skills to enable them to play and learn in a positive way with their peers and teachers. Social and emotional learning, personal and social capabilities are part of the learning curriculum. The curriculum is taught within four areas, self-awareness, self-management, social awareness and social management.

Early Childhood – General Information

Birthdays

You are welcome to send a birthday cake to school with your child. Small cupcakes are preferable. Please do not send food that contains peanut products. The school will advise if there are other foods or products that are a risk to students in our classes. We appreciate your cooperation in being aware of these products and avoiding them being present at school.

Clothing

The school uniform is available from Uniform Concepts, 4/118 Spencer Street Bunbury. Please ensure there is a spare set of clothing in your child's bag in case of accidents (especially undergarments). Footwear must be comfortable and simple to take off and on, with Velcro straps and buckles and no thongs please. A broad brim, legionnaire or bucket hat is a compulsory item for every child. All items of clothing need to be labelled with your child's name. Each child needs a school bag that they can open with ease and is big enough to take home their masterpieces.

Fruit/Crunch & Sip

Please provide a piece of fruit or veg for your child to have during the recess break. If your child has a healthy appetite, please include some additional food such as cheese, crackers etc in a small container for them to have at morning tea, after fruit.

Please provide your child with a bottle filled with water.

Immunisation Records

Up to date immunisation records are part of the enrolment process into Kindergarten for all WA Public Schools.

Parent Roster

Parents are invited to help out in the classroom at the class teacher's discretion. This usually begins in Term 2 to allow children time to settle into the school year.

Parking

There is parking on three sides of Glen Huon Primary. There is a carpark located close to the Early Learning Centre, entry is off Monash Boulevard.

Drop Off and Pick-up

Children can enter the classroom from 8:10am. If you arrive after 8:30am please go to the front office to collect a late note.

Kindergarten children are to be collected from the classroom at 2:30pm. Children can only be released to a person from your contact list. Older siblings are not permitted to drop off or collect Kindergarten & Pre-primary students.

Religion

Please advise the teacher if your family does not celebrate special occasions such as birthdays, Christmas, etc.

School Nurse

The school nurse attends Glen Huon Primary School to complete a screening for all Kindy aged children. Please complete and return the consent forms when they are distributed by your class teacher. Enquiries regarding this service can be made to Hudson Road on 9795 9308.

Toileting

Your child needs to be encouraged to be independent in toileting.

This means your child is able to:

- Realise when they need to go to the toilet
- Adjust their own clothing accordingly
- Use toilet paper appropriately
- Wash their hands after using the toilet

It would be ideal for your child to be fully toilet trained before attending Kindy.

We are aware that at Kindy age many children will have toileting accidents. We will assist children, usually verbally to prompt them through the toileting process and to change their clothes if need be. We will endeavour to inform you if your child has had an accident, however the day can be busy, please check your child's bag for wet clothes.

If you need support with toilet training your child some supporting agents are:

- Your GP or Clinic Nurse
- Hudson Road 9795 9308
- Ngala 9368 9368



General Information – Kindy – Year 6

Absences

Attendance for all students from Pre-primary to Year Six is compulsory. In Kindergarten, although not compulsory, we expect regular and consistent attendance when enrolled. The school follows up all unexplained absences, including in Kindergarten. Please note that all instances of vacation that occur inside school terms are classified as unauthorised absences. The school policy is to not provide work for students to complete during their family holidays as this sends the message that the school condones such absences.

The school uses an SMS notification system for student attendance. This system will send a text message for any unexplained absence. This generally occurs by 9:30am each school day but may be delayed due to technical difficulties. If your child will not be at school please advise us by [telephone](#), [Connect](#), [ClassDojo](#) or [SMS](#) prior to 9:00am. Ph: 9796 7500 or SMS Mobile: 0448 975 967

Accident or Illness

Minor accidents are treated at school. In cases of more serious accidents or illness we will contact you at once. Please ensure that we have up-to-date contact information. Children who are ill before school should not attend. Unwell children will be sent to the care room for treatment or observation. Where a child is clearly unwell, parents/caregivers will be contacted to collect their child.

Arrival

Students are welcome at school from 8:10am, when classrooms open and supervision is available. Students are not to be on the school grounds prior to 8:10am unless for a school organised activity. School commences promptly at 8:30am. Students arriving after 8:30am are deemed to be late and must call in to the front office to receive a late slip.

Behaviour ([click to access policy](#))

Glen Huon is a [Positive Behaviour Support](#) (PBS) School. This means that we focus on teaching and supporting students to display our four expectations: Be Respectful, Be Responsible, Be Safe and Be an Active Learner.

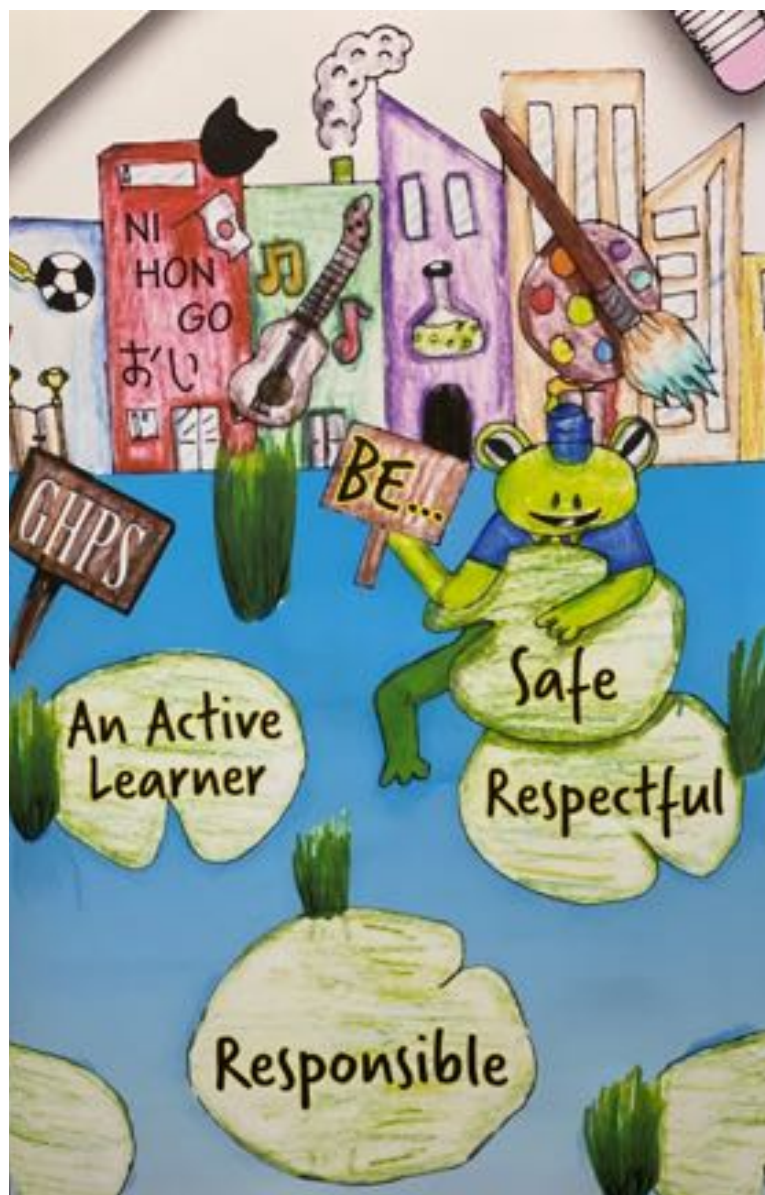
Students are regularly recognised, rewarded and supported through eXFactor faction points, ClassDojo points, Post Cards, Excellence Awards, Faction

Reward afternoons and our prestigious Gold Club which is celebrated each semester. As well as individual classroom incentives and teacher-developed recognition systems.

In responding to undesired behaviours or those which do not comply with our Four Expectations, we have a rigorous system of support and intervention, which includes consequences and a pathway to restoration.

Full details of the Positive Behaviour Support policy and procedures are available from the school website at www.glenhuonps.wa.edu.au.

A brief overview is contained in this information booklet for your reference.



Good Standing Policy ([click to access policy](#))

All students commence each school term with Good Standing. It is the responsibility of each student to make positive choices for their behaviour and maintain their good standing. Students who lose their good standing will lose the privilege to participate in extra-curricular, reward and incentive activities and programs, interschool sporting events, and, where a suitable curriculum substitute is available, will be excluded from attending incursions and excursions.

To maintain Good Standing students must:

- Comply with Glen Huon PS Positive Behaviour Support Policy
- Follow Glen Huon's Four Expectations: Be Respectful, Be Responsible, Be Safe and Be an Active Learner.

Loss of Good Standing

There are two ways a student can lose their good standing:

1. Suspension: immediate loss of good standing.
2. Five behaviour referrals per term.

Parents will be contacted by the classroom teacher if students are at risk of losing their Good Standing.

Students with an individual behaviour plan are to follow strategies in place for that individual which may have adjusted thresholds for the loss and subsequent restoration of Good Standing.

Severe Clause

Students will lose the privilege to participate in activities where the safety of other students is a concern. Any form of violence will result in a loss of Good Standing. Students who are involved in a one-off severe behaviour incident in the classroom or playground will automatically lose their Good Standing.

Restoration of Good Standing

To reinstate good standing, students must have 10 consecutive school days without misdemeanour.

The Good Standing Policy is provided to maintain consistency in our decision-making processes. It is important to note that these are guidelines and if there are extenuating circumstances these factors may be considered and any decision to withdraw or maintain 'Good Standing' will be at the discretion of the Principal or their delegate.

Behaviour Matrix

Glen Huon's behaviour matrix is displayed in all classrooms and is explicitly taught to students weekly and at point of need. The behaviour matrix explicitly details our Four Expectations – Be Respectful, Be Responsible, Be Safe and Be an Active Learner.



Stop, Walk, Talk

Whole School 3-step Resilience Strategy

1. STOP

When students experience a problem behaviour or they see another student experiencing a problem behaviour, they will put their hand up in a neutral "stop signal" and they will say, "Stop".



If students are asked to "stop" they should:

1. Stop what they are doing.
2. Take a deep breath and count to 3.
3. Go on with their day.

2. WALK

When students have tried "stop" and the problem behaviour continues, they will "Walk Away" from the problem behaviour and go on with their day.



3. TALK

Students should "talk" to an adult when they have tried the "stop signal" and "walk away" but the problem behaviour continues.



Bikes & Scooters

Students riding bikes and scooters to school are required by law to wear bike helmets. Bikes, scooters, and skates are to be walked throughout the school grounds. The bike rack is located near Kindy behind the music and science rooms. We highly recommend locks to secure bikes and scooters to the racks.

Camp

As part of the Curriculum at Glen Huon Primary School, the year 6 students are invited to attend a year 6 camp. Detailed information relating to camp is sent out to parents at the beginning of the year.

Carnivals

During Term 2 selected students from Years 3-6 participate in the Bunbury Public Schools Cross Country event at Adam Road Primary School.

In Term 3 Glen Huon students in years 5/ 6 participate in the Tuart Winter Carnival at the Leschenault Leisure Centre. Sports include netball, AFL, and soccer. Also, the year 6 Basketball carnival at Eaton Recreation Centre occurs in Term 3.

The annual Athletics Carnival is held in Week 2 of Term Four with students from Years 1-6. Kindy and Pre-Primary are invited to run in a 50m race on this day. Selected students in Year 3-6 also compete in a Jumps and Throws day during this week. The 800m races are run on the Friday of Week One.

Week 5 of Term 4 is the Tuart Interschool Athletics Carnival which runs over two days. Students are selected from their results at our own Carnival.



Children's Belongings

Parents are requested to clearly label all clothing and belongings with the child's full name. All lost property is kept in each wet area for students to retrieve.

Collecting Children from School

Please call the office directly if you are unexpectedly unable to collect your child from school or arrangements have changed. Do not send these messages to ClassDojo because the teachers are busy teaching during the day and these messages can be missed. Kindergarten and Pre-Primary students must be collected by a parent or nominated adult. Any students remaining on school site after 2:45pm will be brought to the office and parent/guardian called.

Communication

Glen Huon Primary School will use a range of strategies to communicate effectively with the school community. Please ensure your contact details are up to date with the front office.

Fortnightly Newsletter – Sent out to the community electronically on Connect and ClassDojo communicating the school events and procedures to the school community. It is the responsibility of the parent/guardian to read the newsletter to stay abreast of the current happenings at the school.

Parent Teacher Meetings – Appointments should be made in advance with your child's teacher through the ClassDojo App giving a brief outline of the issue e.g., academic concerns with reading.

Unforeseen Messages – If you need to get a message to the classroom teacher urgently during the day, it is best to call the school directly on 9796 7500. Teachers are busy teaching during the day and ClassDojo messages may not be looked at during class time.

Raising Concerns – If you have concerns regarding your child's academic progress, social relationships or a general classroom matter, these concerns should be raised directly with your child's class teacher in the first instance.

Where the teacher has been approached but the issue remains unresolved, an appointment should be made with a member of the admin team.

Issues arising between students and families - No parent/guardian should approach a child of another family or their parents with school related or non-school related issues on the school grounds. Such matters must be addressed to the Principal or Deputy Principal and not be discussed with other persons.

Dental Therapy Centre

All students are issued an enrolment form for the dentist program upon school enrolment. The dentist will contact families directly to organise appointments. All enquiries need to be directed to the Dental Therapy Centre on 9725 0144.

Duty

There are always sufficient teachers on duty in all areas of the playground and oval during lunch and recess breaks. Students should, in the first instance, refer to a duty teacher if issues arise that cannot be resolved.

Canteen

Lunch order services to Glen Huon Primary are provided by Eaton Recreation Centre (ERC). Orders can be placed online through the [Eaton Recreation Centre website](#), with orders due by 8am on the day. Lunches are delivered to the school and distributed to learning areas.

COVID-19

Due to the ever-changing regulations due to Covid-19, Glen Huon will endeavour to communicate all updates at the earliest convenience on Connect and ClassDojo. These updates can impact our everyday running of the school so please ensure your contact details are up to date with the front office.

End of Year Awards

This event will take place on the second last Tuesday of Term 4. Each classroom teacher will be required to provide two awards per class. One award is for Endeavour and the other, Academic Achievement. Split classes are still required to only give two awards.

Excursions/Incursions

Educational excursions may be organised for classes to compliment the Western Australian Curriculum. Money for excursions/incursions can be paid directly to the classroom teacher or by electronic transfer. All completed permission slips and forms are to be sent directly to the classroom teacher.

Bank Account Details:

Account Name: Glen Huon Primary School
BSB: 066-040
Account: 199 000 14
Reference: Please use Student 1st Initial and Surname plus description (i.e. B Jones excursion)

Student participation in excursions/incursions is contingent on maintaining Good Standing and the return of all forms and payment where requested.

Factions

All children are placed in a faction on enrolment. These factions are Cowan, Curtin, Monash, and Murdoch. Family members are in the same faction, and students are encouraged to wear their Faction Shirts on Fridays. These can be purchased [online](#) or at Uniform Concepts Superstore Bunbury.



Hat Policy

Glen Huon is a Sun Smart school and has a policy that all students are to wear a broad brimmed hat when

outside and there is no roof over their head. This includes Physical Education lessons and lunch and recess breaks. School hats can be purchased [online](#) or at Uniform Concepts Superstore Bunbury. Please ensure your child's name is clearly labelled on their hat.

Help in the Classroom

We welcome assistance in the classroom and value parent helpers. All parent helpers must sign in at the office and complete a confidentiality form before attending the classroom.

Head Lice

If it is suspected that a student has Head Lice, parents/guardians will be notified immediately to collect their child from school for treatment. A note or ClassDojo message will be sent home with all students from the relevant class or cohort, requesting children's hair be checked for Head Lice. Follow-up treatment is vital to prevent another round of infestation.



Illness and Personal Hygiene

The school maintains high levels of cleaning and encourages all in our school community to regularly wash their hands, cover coughs and use sanitiser where necessary. Hand sanitiser dispensers are

mounted in all classrooms and learning areas around the school. To avoid the spread of infection, students must not attend school if they feel unwell, have a persistent cough or fever.

Infectious Diseases

The following diseases require exclusion from school: Chicken pox, COVID, head lice, influenza, measles, mumps, ringworm, rubella, school sores and trachoma.

Check with the Principal for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease. Always notify the school immediately if a diagnosis is confirmed by a doctor.

Lost Property

All clothing items found are put in lost property boxes in each wet area. Children are welcome to look in them before or after school. Items not claimed at the end of each term may be given to charity or used for spare clothing. Please make sure that all clothing is clearly marked with your child's name.

Medication

Should your child require medication during school hours, please go to the front office and complete the required paperwork. Based on information given, processes will be established for safe storage, recording and administration of the medication. It is the parent / guardians responsibility to notify the school of any changes and to supply sufficient medication for their child.

Medical Needs

If your child suffers from a serious or life-threatening condition, e.g., peanut allergy, diabetes, epilepsy, you are required to complete a Health Care Plan for your child and provide medication if it is required.

Mobile Phones and Personal Devices

At all Public Schools in WA, students are not permitted to have or use mobile phones or personal electronic devices whilst at school. Devices must remain switched off and away in school bags or handed to the class teacher for safe storage. Students found in possession of mobile phones during the school day will have the device confiscated, to be collected by parents.

OSHClub

Before and after school care providers OSHClub operate weekdays onsite at GHPS. For more information about OSHClub including how to enrol, click [here](#).

Parents & Citizens Association

The GHPS P&C meets twice per term to discuss and plan for a range of community and fundraising type events. All families are encouraged to join the P&C and be a part of the wider body of support for GHPS.

[Further information relating to the P&C.](#)



Parking

Parent parking is available around the school and on the side of the school oval off Edith Cowan Avenue. The staff parking area is not to be used for picking up or setting down children before or after school. Disabled bays are available in the staff carpark and the carpark off Murdoch Crescent. Please pay attention to Council issued parking signage.

Personal Requirements List

Parents are expected to provide items required for the personal use of students such as pens, pencils, workbooks etc. A list of these requirements is sent home during Term Four each year and parents can choose to purchase supplies from any supplier, although the school encourages you to use our preferred supplier.

Reading and Library Books

Glen Huon has an excellent library filled with quality books. In order to preserve our books all children are expected to have a library bag. The library bags protect the books from spilled water bottles, rain and general

wear and tear. A library bag and careful handling of library and reading books by children will help to extend their useful life.

Reporting to Parents

Formal reporting will occur at the end of Semester 1 and 2. Reports are sent out electronically on Connect. Formal reports detail your child's progress and achievement in key learning areas, indications of his/her attitude, behaviour and effort as well as comments and an opportunity to request parent interviews. Parents are encouraged to contact class teachers throughout the year to discuss your child's progress.

School Board

The GHPS School Board meets once per term to discuss and review the strategic progress of the school. For more information about the School Board, click [here](#).

School Grounds and Property

It is Government policy that school facilities and resources are made available for use by the community. Written applications must be submitted for use of school grounds and property and must be approved by the Principal.

School Uniform ([click to access policy](#))

The Glen Huon Primary School uniform can be purchased [online](#) or at Uniform Concepts Superstore Bunbury.

Everyday Uniform Description

- Navy wide brim hat
- Navy & Garnet polo shirt with logo
- Garnet zip front windcheater with frog logo
- Navy & Garnet shorts (no denim)
- Navy & Garnet skorts for girls
- Navy & Garnet pants (no denim)
- Appropriate footwear - Sandals with ankle strap or enclosed shoe with running sole



Sports Uniform Description

- Navy airflow shorts for boys and girls
- Faction polo shirt (red, yellow, blue or green)

Health and Safety

- Minimal jewellery is encouraged (e.g. watches, ear studs).
- All children must wear suitable footwear to school. Wedges, thongs and platforms are not suitable
- Hair long enough to interfere with children's learning needs and physical activity is to be tied or pinned back (both boys and girls)
- Unless deemed part of a school activity, make up is not to be worn to school

Sun Protection

Students are to wear broad-brimmed, legionnaire or bucket hats for all outdoor activities. Students without a hat will stay in an area that is protected from the sun – verandas located in duty areas, covered playgrounds and the library.

Swimming

Students from pre-primary to year 6 participate in two weeks of swimming lessons at the end of term 3. This is part of students Physical Education curriculum. There is a cost to parents made up of a charge for pool entrance and bus fare. Full payment is required prior to the commencement of the lessons unless a payment plan has been organised with the front office.

Withdrawal of students from school

Students are the responsibility of teachers throughout the school day. Parents/ guardians collecting students early must come to the front office to sign their child out and receive a leave pass to enable the classroom teacher to release a student into the parent/ guardian's care. Students are not to leave the school grounds without permission.

