



# **YANCHEP RISE**

Primary School

## **PRIMARY**

## **HANDBOOK 2023**

## YANCHEP RISE PRIMARY SCHOOL

Welcome to Yanchep Rise Primary School. Our school caters for students from 4 years of age (Kindergarten) through to those who are completing their primary education in Year 6.

We look forward to your involvement with Yanchep Rise Primary School and trust that a close and effective working relationship between the school and home can be established, in order to ensure the optimum climate for the education of your child(ren). The school regards parents as partners in education.

At Yanchep Rise Primary School we work hard to provide a high quality education for every child. However we can't do it alone. I encourage you to be involved in the work of our school, in the classroom, at P&C meetings, helping in the canteen, as a member of the School Board and at home reinforcing learning from school.

General enquiries can be made through the office, which is located in the Administration building closest to the staff car park on Moorpark Avenue:

Email: [YanchepRise.ps@education.wa.edu.au](mailto:YanchepRise.ps@education.wa.edu.au)

Enquiries related to school enrolments should be directed to: [Linda.cockman@education.wa.edu.au](mailto:Linda.cockman@education.wa.edu.au)

Matters of policy should be directed to one of the School Executive Team:

Principal: [Helen.Demiris@education.wa.edu.au](mailto:Helen.Demiris@education.wa.edu.au)

Associate Principal: [Pippa.hart@education.wa.edu.au](mailto:Pippa.hart@education.wa.edu.au)

All incoming calls to the primary section of the school are handled through Administration. The contact number for all enquiries is: 9562 8340.

Email: [Yanchep Rise.ps@education.wa.edu.au](mailto:Yanchep Rise.ps@education.wa.edu.au)

School website: [www.Yancheprise.wa.edu.au](http://www.Yancheprise.wa.edu.au)

Student Absences: Please send text to 0427 981 845.

Our focus for our Business Plan is to maintain high standards of teaching and learning practices aimed at improving student learning. A feature of our school is the collaborative, inclusive and whole-school approach to improve student learning. Furthermore, our involvement in the entire network of schools extends our partnerships into the community providing smoother transitions for our students.

Fortnightly newsletters inform parents/carers of any necessary changes to information contained in the Primary Handbook and serve to keep the community informed of school activities, events, organisation and procedures.

We look forward to working with you to attain the best educational outcomes for your child(ren).

The Yanchep Rise School Community works actively together to promote Yanchep Rise as an establishment promoting the highest ideals of learning and social interaction. Yanchep Rise is a warm, friendly, welcoming school where manners, behaviour and dress standards are regarded as important.

My ultimate mission as a leader stems from our well thought out school logo—which illustrates that the **students are at the centre of everything we do!**

We are very proud of our school logo as it depicts the culture that we are creating at Yanchep Rise. The rising sun is represented in three colours. The yellow represents the student, being at the centre of everything we do. The orange line represents the community and the red represents the school encompassing the community and students. The different shades of colour also talk to the uniqueness of every child's education; this is represented in the circular patterns, which are not exact curved circles rather subtle manipulated lines that are all unique.

I am immensely proud and honoured to be the founding Principal. I am eager to work in partnership with families to create a positive environment that promotes these high expectations and support students to connect with each other so they can succeed and thrive. Opening a new school is exciting and sharing that journey with families is extremely rewarding.

Helen Demiris  
PRINCIPAL



Semester 1	
Term 1	Wed 1 February - Thurs 6 April
Break	Fri 7 April - Sun 23 April
Term 2	Mon 24 April - Fri 30 June
Break	Sat 1 July - Mon 17 July
Semester 2	
Term 3	Tue 18 July - Fri 22 September
Break	Sat 23 September - Sun 8 October
Term 4	Mon 9 October - Thu 14 December

## ATTENDANCE

In order to comply with the Education Act, a written or verbal explanation is required for every absence from school. As part of the school's legal responsibilities, written notes/emails are kept on file by classroom teachers. It would be appreciated if the school be notified in advance of foreseeable extended absences from school. This may be done by phoning the school on 9562 8340 or by email to [YanchepRise.ps@education.wa.edu.au](mailto:YanchepRise.ps@education.wa.edu.au).

## ALLERGIES AND MEDICAL

If your child has a medical condition e.g. allergies or asthma, please notify the school immediately if you have not done so already. Where necessary an Action Plan will be developed so in the case an emergency arises, directions can be easily followed. This will need to be up-dated each year. Please note, Yanchep Rise is an **ALLERGY AWARE** school that encourages safety and inclusivity for people with food allergies. Students are encouraged NOT to share food.

## ARRIVAL TIME AT SCHOOL

Due to issues relating to supervision, parents are advised that students should not arrive at school before 8.15am. Earlier arrival is discouraged in the interest of safety as no formal supervision is provided prior to 8.20am or after 2.40pm.

<b>GATE OPENS</b>	<b>8:15</b>
Doors open	<b>8:20</b>
Lessons start	<b>8:30</b>
Session 1	8:35 – 9:30
Session 2	9:30 – 10:25
Session 3	10:25 – 10:45
<b>PLAY TIME</b>	<b>10:45 – 11:10</b>
<b>EAT LUNCH</b>	<b>11:10 – 11:25</b>
Session 4	11:25 – 12:20
Session 5	12:20 – 1:15
<b>RECESS</b>	<b>1.15 - 1.35</b>
Whole School Mindfulness	1:35 – 1:45
Session 6	1:45 – 2:40
<b>SCHOOL ENDS</b>	<b>2:40</b>

## BICYCLES

Children who ride bicycles to school are reminded that by law, all riders are to wear bicycle helmets. The school does not support the use of roller blades and roller skates as a means of going to and from school. Skateboards are not permitted to be brought to school.

All bikes should be placed in the bike compound. Bicycles must be wheeled into and out of the school grounds. For additional security, we recommend all bikes to be individually padlocked. Please note the school cannot accept responsibility for bicycles and scooters that are left at the end of the day.

## ASSEMBLIES

School Assemblies will be conducted in the Undercover Area. The assemblies run from 8.30am to approximately 9.15am on a Friday at three times per term.

## CANTEEN

Risers Canteen is run by Jennifer and Jeremy Thomas and is open for orders each day from 8-9am. Recess and Lunch orders can be placed online at: [www.flexischools.com.au](http://www.flexischools.com.au).

## CHAPLAIN

Rovrinna Ghazali is the Chaplain at Yanchep Rise Primary School. Her job as School Chaplain is to care for students, staff and parents by being a support person, a listening ear and an encourager. Rovrinna spends time in classrooms, having one-to-one conversation with students and running programs about social skills and resilience. She is passionate about seeing young people live out the best story they can with their lives. You will see Rovrinna around on Tuesdays and Wednesdays, so feel free to say hello! If you would like your child to spend time with the Chaplain, please speak to your classroom teacher or the Admin team.

## STUDENT'S PROPERTY

We strongly discourage the bringing of valuables and toys to school. NO responsibility is accepted for loss or damage to students' personal property. If a personal item is brought in for news teachers, on request, may place it in a safe place for the day. Please also ensure that all property is **clearly named** in order for mislaid items to be returned to

## CONTRIBUTIONS AND CHARGES

their rightful owners. This also includes students' clothing. It is vitally important to the quality of the learning experiences we provide for our students that each family makes payment of the **School Contribution**. We ask that you make payment of the **Contribution** as early as possible in the year, though before the end of Term 1. Accounts will be forwarded at the commencement of the new year.

The preferred method of payment is online. A cash payment can be made by placing the correct money into an envelope clearly marked with your child's name and deposited into the labelled box located in Administration.

<b>Recipient:</b>	<b>Yanchep Rise Primary School</b>
<b>Bank:</b>	<b>Commonwealth</b>
<b>BSB:</b>	<b>066 040</b>
<b>Acct Number:</b>	<b>19905851</b>
<b>Reference:</b>	<b>STUDENT Name and purpose eg camp</b>

## CHILDREN TRANSFERRING TO OTHER SCHOOLS

When children are about to leave our school or transfer to another school, parents are asked to contact us at least a week or more beforehand, if at all possible. This will provide adequate time to enable staff to ensure that all records, books, medical cards, reports etc, have been completed or checked prior to the child's departure. It also allows us to farewell our students and wish them all the best at their new school.

## COLLECTING CHILDREN DURING SCHOOL HOURS

Collection of students during school hours should be by an adult family member (unless teachers have been notified). Parents must first sign out students in Administration and collect a Student Sign Out Sticker which is provided by Administration and then handed to the class teacher.

## COMMUNICATING WITH PARENTS

An important aspect of the school's operating procedure is the fostering of a healthy, constructive, home-school relationship. We welcome your involvement in your child's education and we operate with an 'open door' policy which welcomes discussion, comments and suggestions.

Parents are invited and encouraged to participate in special activities or functions that are held during the course of the year. Some teachers welcome the assistance of interested parents in classroom activities. These activities include listening to oral reading, assisting with maths, art/craft and accompanying students on class excursions or camps. Please indicate to the class teacher your willingness to assist.

Matters of concern are usually best clarified by direct discussion. We request that parents do not interrupt classes during lesson time. Approaches to teachers before school to discuss major concerns and issues prior to the start of the day **are not encouraged**, as this is when preparation for the day is being conducted and privacy may be compromised. A planned parent-teacher interview is much more beneficial than just worrying or speculating about an issue.

Teachers will be using an online platform called Seesaw to keep regular communication with parents as well as emailing directly. Instructions for the use of these platforms will be sent to parents at the commencement of the school year or at time of enrolment.



## SCHOOL DOG

Yanchep Rise Primary School hosts a school dog. Coco is a Labradoodle who has been part of the school community since she was 12 weeks old. Coco has settled into the classroom extremely well, generally remaining calm and watching the children go about their daily learning tasks. Coco is an incredible asset to the classroom calming the class to a point where daily learning is noticeably more settled.

The aim of the presence of a school dog is to improve wellbeing for students. This is being achieved through improving socialising skills and self-awareness skills that are a part of the Social and Emotional Learning (SEL) competencies. These competencies are linked to Western Australian Curriculum standards and it is expected that all teachers cover these learning outcomes and are able to assess them, as per expectations related to the entire WA Curriculum. All students and staff were involved in Dog Awareness Training provided by the RSPCA in preparation for Coco's interaction with students.

No other dogs are permitted on the school site, even on a lead.



## EMERGENCY CONTACT NUMBERS

Parents are requested to make sure that the emergency phone numbers registered on their child's school records are kept up to date. If any details change, please email the school immediately with the updated details: [YanchepRise.ps@education.wa.edu.au](mailto:YanchepRise.ps@education.wa.edu.au)

## EXCURSIONS/INCURSIONS

Throughout the year the students may be taken on excursions or have the opportunity to participate in school incursions. A note will be sent home prior to these events.

In addition to the information note will be a permission form/slip which must be signed and returned to the teacher in order for your child to participate.

Please note: If there is no authorisation then your child will not be able to attend the excursion. The preferred method of payment is online. Bank details will be included on the information forms sent home and in the **Contributions and Charges** on page 2 of the Handbook.



## FACTIONS

Students are placed in a faction on enrolment. It is the preference to place family members in the same faction. Coloured faction shirts displaying the faction logo are available from our Uniform Shop or Tudor Uniforms in Wangara. Factions shirts are to be worn on Phys Ed or sports days.

Our factions are representative of the four elements using their Noongar names.



Ocean "KEP"

WATER



Emerald "BOYA"

EARTH



Gold "MAAR"

WIND



Orange "KAARLA"

FIRE

## HOMEWORK

Homework supports classroom teaching and teachers will discuss class procedures and routines at the commencement of the school year.

Homework responsibilities of students:

- Completing work independently
- Submitting work on time
- Communicating with teachers and parents when assistance is required

Homework advice to parents:

Children need the opportunity to play and relax after school. Homework is best done at a quiet time in a quiet place set aside for homework completion. Typically, children will become more independent and responsive towards their homework as they reach middle / upper primary. The time spent on homework depends on the child and tasks set for that week. Homework should not develop into a stressful situation for parent or child.

## ILLNESS AND ACCIDENTS

Children who are ill must not attend school. A child who is not well can become very distressed when in a group situation. Staying at home will also help stop the spread of infection to other children and staff. Although each classroom is equipped with a small first aid kit, it can only provide basic first aid to sick or injured students. Should a child become ill or injured at school, a parent or emergency contact will be contacted to collect the child

It is important that a relative, friend, workmate or neighbour (or someone you know) who will be available to collect your child, is shown as your emergency contact/s on the enrolment form. At least two contact numbers are requested.

## Tiny Kingdom Yanchep Rise—OSCH

We are excited to be partnering with Tiny Kingdom to deliver an Outside School Hours Care program. Tiny Kingdom Yanchep Rise offers before school, after school and vacation care, with after school care operating from a purpose designed building on school grounds. Children will enjoy full use of the outdoor nature playground and other nearby school facilities. Tiny Kingdom Yanchep Rise is open 6:30am – 6:00pm, Monday to Friday.

Further information is available by emailing: [yanchep@tinykingdomchildcare.com.au](mailto:yanchep@tinykingdomchildcare.com.au)



## LATE ARRIVALS

Students who arrive after 8:30am at the commencement of the school day, must go to Administration to collect a late pass.

## LIBRARY

Students, staff and parents of Yanchep Rise Primary School are served by an up-to-date, state of the art Library and resource centre. Library sessions are conducted weekly by the teacher for each class.

Students are able to exchange their books once a week. The students are expected to bring to school a library bag in which library books must be carried home. Library books may not be taken home without some sort of protection. Library folios are available from Administration. Students will be notified of their library borrowing day.

Parents/carers will be sent an invoice for lost or damaged library books.

Book Fairs are held in the Library during the year. Book Week and Library incursions take place periodically.

Our aim in the Library is to promote Literacy and enjoyment of reading for all ages, from the very young to the very young at heart.



## LUNCHES



To ensure students eat their lunch before becoming involved in other activities, duty teachers supervise designated areas for a 10 minute lunch eating period when all children are required to be seated.

## MANAGING BEHAVIOUR

The school ethos emphasises a safe, caring and friendly environment in which children can learn to the best of their ability. A copy of the School Behaviour Management Policy is available at [www.YanchepRise.wa.edu.au](http://www.YanchepRise.wa.edu.au). The PBS behaviour initiative is used across the school. This program focuses on developing students skills to manage their behaviours through a positive, supportive and modelled framework.

Our teachers have also been trained in the 1-2-3 Magic and Emotion Coaching program. More information is available on the Behaviour Tonics website:

<https://www.behaviourtonics.com.au/consultancy-coaching/>

This is embedded as part of our School Behaviour Management Policy.

## MEDICATION

The Department of Education has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines.

Schools are **NOT PERMITTED** to give children Aspirin, Paracetamol or any medication as part of first aid treatment without written instructions and provision of medication from the student's parent/caregiver.

For students requiring prescribed medication to be administered during school hours, parents must complete a Student Medication Request form and provide medication, which must be handed into Administration. Forms and details are available from Administration on request.

## MOBILE PHONES

Use of mobile phones by students on school grounds is forbidden, in compliance with the Department of Education policy. Students needing a mobile phone for parent contact after school must take full responsibility.

Mobile phones should be kept in the teacher's cupboard and switched off during school hours. We ask parents to reinforce the importance of adhering to this rule.

## NEWSLETTER

School newsletters are issued on a fortnightly basis, as a means of conveying information about forthcoming events, P&C News, communication and times of school events. Newsletters are sent with a link to access via text message and Facebook. If you do not receive the newsletter please contact Administration. Newsletters are also posted on the school website at [www.YanchepRise.wa.edu.au](http://www.YanchepRise.wa.edu.au)

## PARKING

Children may be dropped off and picked up at the school utilising the 'Kiss and Drive'. There is also designated parking bays located on Moorpark Avenue and Sunningdale Road. Please **do not** use the staff car park as this has limited parking and is a narrow driveway. Parking in the canteen car park is also strictly forbidden. We ask parents to respect these rules as movement of children through these areas is a safety concern.

## PLAYGROUND SUPERVISION

During recess and lunch breaks staff are rostered for playground supervision to ensure safety in the school playground. Students are not permitted to use playground equipment in an unsafe manner and games which could be dangerous are not allowed (e.g. British Bulldog). Students **are not permitted to use playground or sports equipment before or after school**. Playground supervision in the Early Childhood Centre is in-line with National Quality Standards requirements.

## P & C ASSOCIATION

The P&C Association is extremely pro-active in all school activities. This is your Association and it deserves your support! Involvement in the P&C is one of the best ways of being aware of school activities designed to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Meetings are held twice a term and all parents are invited to attend.

The P&C will also engage in fundraising and social activities, or arrange busy-bees at which parents can socialise and meet other families. The Association will be an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support.



## SPECIALIST AREAS

### PHYSICAL EDUCATION AND SPORT

Every child from Pre Primary onwards, participates in Physical Education sessions and a sport session each week programmed by the Physical Education Specialist.

Year 4 - 6 students will participate in an interschool sport event twice in the year.

Students also participate in an in-term swimming program conducted by qualified swimming teachers employed by the Department of Education.

Athletics form the major part of the Physical Education program in Term 3 and culminate in a Faction Athletics Carnival. The School will participate in a district based Interschool Athletics Carnival at the end of Term 3.



### VISUAL ARTS

We have a Visual Arts facility where children can participate in a wide variety of experiences, using a multitude of materials. Each year level will learn about – Painting, Drawing, Printing, Textiles, Modelling, Construction, Collage and Art appreciation. The Visual Arts curriculum focuses on Creating, Making, Exploring and Responding. We take great pride in our Visual Arts facilities and seek to showcase children's work throughout the school and wider community.

### MUSIC

A Music Specialist provides all primary classes with music tuition. All classes will be actively involved with music and assemblies provide an opportunity for students to utilise their skills. We are hoping to instigate a Choir to participate in various functions during the year.

### INSTRUMENTAL MUSIC

We will be participating in the IMSS—Instrumental Music School Services. This program commenced in 2022 at Yanchep Rise PS.

### LANGUAGE—AUSLAN

Auslan is a widely used communication tool that will enable the students of Yanchep Rise Primary School to be immersed in a second language that is becoming more prevalent in our society. It aligns to our school endeavour to support our diversity and inclusivity. Auslan is a sign language and will be taught in a manner that offers our students basic skills in communicating with deaf people in the community.

In our practical and fun classes they will learn how to fingerspell, develop a vocabulary of basic conversational signs, learn how to structure a sentence and more.

Language learning is life enhancing and provides the opportunity to benefit from the social, cultural, intellectual and emotional development that will result from learning the unique and sophisticated visual-gestural language of the Australian Deaf Community.

## EARLY CHILDHOOD EDUCATION

The Early Childhood Centre provides a comprehensive program for children who turn four years of age between 1 July in the year preceding enrolment and 30 June during the year of enrolment, or who are already four years of age. A *separate Kindy Handbook is available from Administration.*



## SCHOOL PSYCHOLOGIST

A School Psychologist will visit the school on a weekly basis. Students may be referred by teachers in consultation with members of the Administration Team and with parents where there is concern about academic, behavioural, social or emotional factors affecting the child's progress at school. No child is seen by the Psychologist unless parental approval in writing has been received by the school. Please direct enquiries through the classroom teacher, or the Associate Principal.

## PRIMARY EXTENSION AND CHALLENGE (PEAC)

The PEAC program is designed to extend and challenge identified students from Years 5 to 6. The program offers a range of interesting and diverse courses, which encourage the children to work independently. All students in Year 4 are tested and those students selected (approximately 1%) are invited to register for three courses throughout the year. Students who have shown highly developed capabilities and skills may be nominated for courses by their classroom teacher.



## REPORTS

A formal summative report will be emailed to parents at the end of Semesters One and Two.

NAPLAN reports for Year 3 and 5 are sent home mid year.

On Entry reports will also be sent home during first semester.

## SCHOOL BOARD

### What is the School Board?

Yanchep Rise Primary School Board consists of staff, parents and community members who help formulate the strategic direction of the school, determining in collaboration with staff, the school's educational objectives and priorities. A meeting is held each term.

### What does the School Board do?

- represents the educational needs and aspirations of students, teachers, parents and the community
- in collaboration, determines school priorities, assisting in the formation of the School Business Plan
- monitors the school's learning outcomes against Business Plan targets
- monitors the allocation of resources (financial and human) to achieve school priorities
- determines level of contributions and charges to be sought from parents
- advises on policy matters, but does not become involved in the day-to-day management of the school

### How do people join the School Board?

With the exception of the Principal, members of the School Board are generally elected for a period specified in the Terms of Reference. The Yanchep Rise School Board operates in line with the School Education Act and relevant Regulations. Parent representatives are elected to their positions by parents and carers. Staff representatives are elected to their positions by the school staff.

## SCHOOL NURSE

Our Community Health nurse, Angela Connolly-Brown will visit the school on a rostered basis. Duties include checking hearing and eyesight and contacting parents about any problems requiring attention. Emphasis is placed on the medical screening of Pre-Primary and Year One students. Where there is cause for concern, parents may contact the school to request help.



## STUDENT LEADERSHIP

Yanchep Rise have a number of avenues for students to take on leadership roles. Our Student Leadership Team are formed by a group of students who are nominated and voted for by their peers. We also have Head Students each year. Student Leaders take on a number of very important roles in the school that help support the good organisation of the school and support other students.

## STUDENTS AT EDUCATIONAL RISK

The Students At Educational Risk program at Yanchep Rise has involved a collaborative model with the School Psychologist, Associate Principal, class Teacher, Education Assistant, parents and outside agencies required. This has been highly successful and aims for all stakeholders to have a shared responsibility in individual student education. Our School Psychologist attends the school on a weekly basis. All students at educational risk are on an Individual Education Plan (IEP) and monitored closely by teachers and administration.

## UNIFORMS

The Yanchep Rise Primary School's Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students. Students are expected to comply with the Dress Code. **Acceptance of enrolment at Yanchep Rise PS assumes an agreement between the parent/guardian and the student to adhere to the Dress Code.** Classes on an Excursion must be in uniform, unless the consent of the Principal to vary this, has been granted. Student Councillors are expected to be role-models for all students. The Dress Code is not enforced with non-compulsory Kindy students, though they are welcome and encouraged to wear their Kindy shirt. Please see the Tudor Uniforms website for further details: [tudorschooluniforms.com.au](http://tudorschooluniforms.com.au). Our onsite uniform shop is open on Wednesdays from 8-9:30am.





## SCHOOL STAFF

<b>PRINCIPAL</b>	Ms Helen Demiris
<b>ASSOCIATE PRINCIPAL</b>	Ms Pippa Hart
<b>MANAGER CORPORATE SERVICES</b>	Ms Linda Cockman
<b>SCHOOL OFFICER</b>	Mrs Karen Mettimano
<b>TEACHING STAFF</b>	
Kindergarten	Jodi Plant
Pre-Primary	Emily Brand, Nicola Riches
Year 1	Alirra Gill, Vicki Kavanagh
Year 1/2	Naomi Cowling, Lauren Robinson
Year 2	Nathan Hutchison
Year 3/4	Alex Mullarkey, Mark Ames
Year 4/5	Danika Kirk, Lauren Robinson
Year 5/6	Joe Niblett
Auslan	Ana Large
Music	Ana Large
Physical Education	Jamie Gardiner
Art/Science	Kristie Williams, Nadine Hof
Library Officer	Cheryl Luff
<b>GARDENER</b> David Kirk	<b>EDUCATION ASSISTANTS</b> Kylie King Brook Turner Kay Hicks Kathy Scott Carika Ackerman Katrina Kirkwood Natasha Jones Amanda Waller Cheryl Luff Chrissy Clements-Jewery
<b>CLEANING TEAM</b> Angie Smith Bronwyn Liakishev Sarah Wood Patricia Hardy	
<b>SCHOOL PSYCHOLOGIST</b>	
<b>CHAPLAIN</b>	

# SCHOOL MAP

