



**Henley  
Brook**  
PRIMARY SCHOOL

# Parent Handbook 2024

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## School Essentials

General Information .....	4
2024 Important Dates .....	4
Newsletters .....	5
School Hours .....	5
Compass App .....	5

## Enrolment & Administration

Enrolments .....	6
School Payments .....	6
Voluntary Charges and Contributions .....	7
Leaving School Early .....	7
School Visitors .....	7
Out of Hours School Care .....	8

## School Community

Kindy & Pre-Primary Drop Off and Pick Up .....	8
Parking/ Kiss and Drive .....	8
Bicycles and Scooters .....	9
Communication .....	9
Assemblies and Merit Awards .....	10
P&C Association .....	10
School Board .....	11

## Procedures and Policies

Attendance .....	11
Absentee Notification .....	12
Extended Absences/Family Vacation .....	12
Birthday Celebrations .....	13
Recess and Lunch .....	13
Crunch and Sip .....	13
Canteen .....	13
Excursions and Incursions .....	13

## Procedures and Policies

Lost Property .....	13
Valuables .....	14
Library .....	14
Homework .....	14
Factions .....	14
Allergies .....	14
Sickness or Accident .....	15
Medication .....	15
Medical Needs Register .....	15
Communicable Disease Guidelines .....	16
School Uniform and Dress Code .....	16
Behaviour Management .....	17
Mobile Phone Policy .....	17
Smoking on Premises .....	18
Dogs and Other Animals on School Grounds .....	18

## Teaching and Learning

The 3 Pillars .....	18
Curriculum .....	19
Reporting .....	19
Booklist (Stationery) .....	20
Students at Educational Risk (SAER) .....	20
SAER Referrals .....	20
Class Structure .....	20
Sports Carnival .....	21
PEAC .....	22

# School Essentials

## General Information

Address: 61 Splendour Avenue, Henley Brook, WA 6055

Telephone: (08) 6296 8500

Email Address: [HenleyBrook.PS@education.wa.edu.au](mailto:HenleyBrook.PS@education.wa.edu.au)

Website: [www.HenleyBrookPS.wa.edu.au](http://www.HenleyBrookPS.wa.edu.au)

Facebook: [www.facebook.com/henleybrookps](https://www.facebook.com/henleybrookps)

Office Hours: 7:45am to 3:00pm

## 2024 Important Dates

### Semester 1

Term 1- Wednesday 31<sup>st</sup> January – Thursday 28<sup>th</sup> March

*School Holidays- Fridays 29<sup>th</sup> March - Sunday 14<sup>th</sup> April*

Term 2- Monday 15<sup>th</sup> April – Friday 28<sup>th</sup> June

*School Holidays- Saturday 29<sup>th</sup> June - Sunday 14<sup>th</sup> July*

### Semester 2

Term 3- Tuesday 16<sup>th</sup> July – Friday 20<sup>th</sup> September

*School Holidays- Saturday 21<sup>st</sup> September - Sunday 6<sup>th</sup> October*

Term 4- Tuesday 8<sup>th</sup> October – Thursday 12<sup>th</sup> December

*School Holidays- Friday 13<sup>th</sup> December - Tuesday 4<sup>th</sup> February*

### **School Development Days** (*Students DO NOT attend these days*)

Term 1- Monday 29<sup>th</sup> and Tuesday 30<sup>th</sup> January

Term 2- Friday 26<sup>th</sup> April

Term 3- Monday 15<sup>th</sup> July

Term 4- Monday 7<sup>th</sup> October and Friday 13<sup>th</sup> December

### **Public Holidays**

Term 1- Labour Day Monday 4<sup>th</sup> March and Good Friday 29<sup>th</sup> March

Term 2- ANZAC Day Thursday 25<sup>th</sup> April and Western Australia Day Monday 3<sup>rd</sup> June

## Newsletters

Newsletters will be available for our school community in Week 1, 5 and 10 of each term. Please keep an eye out on our Facebook and website.

## School Hours

8.10am - Gates Open

8.15am - Doors Open

8.25am - School Begins

2.35pm - School Finishes

Students are welcome at school from 8:10am, when gates open (unless enrolled at Big Childcare, which opens at 6:30am). Students are not to be on school grounds prior to 8:10am unless for a school organised activity. Students arriving prior to classroom doors opening at 8:15am can wait outside their classroom. Classroom doors open at 8:15am for students to prepare for the day with instructional time commencing ***promptly*** at 8:25am. Students arriving after 8:25am are deemed to be late and must go to the front office to receive a late slip. All school gates will be locked from 8:35am each morning, with all visitors then required to enter and exit through the front office.

At the end of the day, school gates will be closed 15 minutes after the end of the school day so all students and parents must vacate when the siren sounds at 2:50pm.

Parents/carers have duty of care for their children before and after school. At our school, students are to arrive from 8:10am onwards, when the gates open. After school, it is expected that students go home straight away, unless they are under the supervision of their parents or carers. If students remain on school grounds with their parents, direct supervision by parents is expected.

## Compass

Early in Term 1, 2024 our school will be using Compass as our parent portal. Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to: Monitor your child's attendance and enter an explanation for absence or lateness; update your family contact information; view the school calendar; pay and provide consent for events and order from the canteen. More information will be sent to parents and guardians once it is operational.

# Enrolment and Administration

## Enrolments

All enrolments are processed by the school's Administration Office. To enrol at Henley Brook Primary School there are a number of eligibility requirements. First, an application form will need to be completed, these can be downloaded from our website and once completed sent to [HenleyBrook.PS@education.wa.edu.au](mailto:HenleyBrook.PS@education.wa.edu.au) along with the below documents.

To start the enrolment process, we will need to be provided with the following documents:

- Proof of Address 1 × recent utility bill (water, gas or electricity) and 1 × shire rates or current rental agreement.
- Birth Certificate
- Recent Immunisation History Statement which can be accessed through your Medicare/MyGov login.
- Any documentation for any medical condition/s that your child may have so we can ensure we have all the correct procedures in place to assist your child.
- Students who are not Australian Citizens must present their passport and visa grant notice at the time of enrolment.
- If your child is born in Australia but both parents are born overseas, we will require a copy of Australian passports, Citizenship or Grant documents.
- If applicable, Family Court orders for custody arrangements.

A member of the administration team will then make contact to discuss the next stage of enrolment.

## School Payments

There are several payment options available to you. We accept EFTPOS, credit card or direct deposits. Credit Card Payments can be made through the front office via EFTPOS (Not available until mid-term 1, 2024). Our school management system, COMPASS, will also have an option to pay via the system straight to the school making it even easier for families.

Direct Deposit

BSB: 066-040

Account: 19906977

Account Name: Henley Brook Primary School

Description: Use student's full name e.g. TOM SMITH – Event or Swimming or School Fees.



If you're facing financial hardship, please see our Manager of Corporate Services who can assist with the setup of a payment plan.

The participation of a student in an incursion or excursion is conditional on payment being received by the due date along with permission form being submitted through the Compass App.

### **Voluntary Contributions and Charges**

The Henley Brook Steering Committee has set the level of Voluntary Contributions to be requested for Kindergarten – Year 6 students in 2024 at \$60.00 per child, for the school year. This contribution goes towards the cost of materials, services and facilities used by K-6 students in the educational program. Whilst contributions are voluntary, our teaching and learning programs will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments.

In addition to Voluntary Contributions, the school also may pass on charges associated with extra cost optional items. Such items include excursions, incursions and other activities. For these activities, participation is only possible upon payment of the charge. A document outlining the possible, maximum amounts that may be charged in 2024 is provided to families to assist with budgeting (available on website). Requests for payment of charges will be made over the course of the school year and students will only incur costs when they are involved in a particular activity.

If you're facing financial hardship, please see our Manager of Corporate Services who can assist with the setup of a payment plan.

### **Leaving School Early**

If students need to leave school early, parent/guardian will need to attend the Administration Office to sign them out before collecting them from their classroom. Only parents/guardians listed on students' emergency contact forms will be able to collect.

### **School Visitors**

All visitors to the school are required to sign in and out through the Administration Office. An identification sticker will be issued clearly outlining you as a visitor and is required to be worn at all times while on the school grounds during school hours. This is a Department of Education requirement. Working with Children Check Cards are to be provided by anyone

over the age of 18 who is not a parent of a student at the school. This includes all grandparents helping within the school community or classroom. Please see the Administration Office or visit the Working with Children website <https://workingwithchildren.wa.gov.au> if you require further information. An application can be obtained from an authorised Australia Post outlet.

### Out of Hours School Care

Big Childcare are our provider for Out of Hours School Care. Enrolling with Big Childcare can be completed by visiting the website <https://bigchildcare.com/>. Before school care will operate from 6:30am – 8:15am. After school care will run from 2:35pm - 6:00pm.

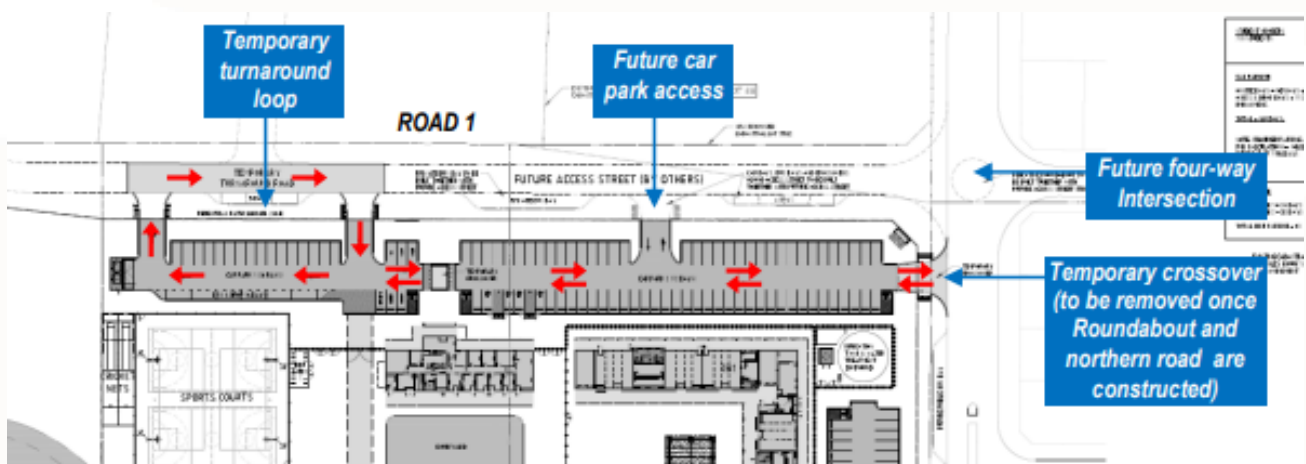
## School Community

### Kindy and Pre-Primary Drop off and Pick Up

Children in Kindergarten and Pre-primary are required to be taken to their classroom in the morning and picked up from the classroom in the afternoon by their parent, caregiver or nominated adult. Please contact the school if someone other than those listed on the student's details list will be picking up your child.

### Parking/ Kiss & Drive

The Kiss and Drive is located at the front carpark near the Administration Office. Currently there is no front street as it is still being developed so there is a temporary turn around. Please do not park in this area. Visitor parking is available in the carpark off Partridge Road. Please follow all signage.





## **Bicycle and Scooters**

Riding and scootering to school has many benefits. It is great exercise, gives independence, is great for the environment and is a lot of fun. All students are to disembark before entering the school gates as there are to be no bicycles or scooters ridden through the school. All bicycles and scooters are to be stored at the bike racks during the school day. Students are welcome to use a chain to keep their bicycles and scooter safe as the school takes no responsibilities if they go missing or are damaged.

## **Communication**

Henley Brook values the connections we have with all parents as partners in the education of your children and we are committed to providing regular, positive feedback. We encourage parents to openly discuss any matters or concerns regarding your child's schooling as early as possible. The best way to do this is to arrange an appointment with the relevant staff member so that an appropriate amount of time can be devoted to resolving the matter effectively. To avoid disruptions to normal class routine we ask that you arrange meetings with teachers in advance. Our success hinges on the quality of our partnership with students, parents, families and our community. We believe in "no surprises" (except for good ones)! Henley Brook Primary School uses a variety of platforms to provide information to our school community.

## **Telephone**

The school office is open from 7:45am to 3:00pm on school days. Our telephone contact number is (08) 6296 8500.

## **Email**

We have a school email address for all official communication with the school. Please email [HenleyBrook.PS@education.wa.edu.au](mailto:HenleyBrook.PS@education.wa.edu.au) with any queries. We are quite efficient with responses, but it may sometimes take a day or two to respond.

## **Teacher Contact**

It is hoped that parents and teachers will have contact regularly on an informal basis. Scheduled interviews are our preferred method to discuss issues that require time and attention, to ensure that meetings are productive for all concerned. This is often not possible to accommodate in the rush just before and just after school, when teachers are busily preparing and attending to the multitude of tasks that take place. To arrange an interview, please email your child's classroom teacher or message through the Compass App. We are

quite efficient with responses, but it may sometimes take a day or two, as staff are engaged in delivering our teaching and learning programs and may not get to check emails immediately. If the matter is urgent, please contact the Administration Office on (08) 6296 8500.

### **Facebook**

Our school has a public Facebook page called Henley Brook Primary School. This page is used for sharing achievements, events and news with the wider community.

### **School Website**

Our website contains all the information that you need to know. It houses our policies, plans, calendar, news of upcoming events as well as handy documents. Visit us at [www.HenleyBrookPS.wa.edu.au](http://www.HenleyBrookPS.wa.edu.au).

### **Assemblies and Merit Awards**

Assemblies will be a feature of our whole school activities program and be linked to our school values and mission. A schedule of assemblies will be published in Term Calendars on our website and promoted electronically. In addition, many other events to promote parent and community involvement and celebrate student learning and good behaviour will be a feature of our school.

### **P&C Association**

The Henley Brook Primary School P&C works in partnership with the school in fundraising, community building and representation and is a fantastic avenue for community involvement. Meetings are held each term, as well as opportunities for helping out with special events and activities. A notional membership fee of \$1 is payable each year and ensures copies of the minutes of each meeting and the right to vote at meetings. Meeting dates, information and contacts will be advised through our newsletter, Facebook and Compass throughout the year. There is a P&C voluntary contribution fee per family that is included on our 'Fees and Charges' this goes a long way in supporting our wonderful P&C provide for our school.

To find out more, contact the P&C on:

- Instagram: [Henleybrookps\\_pandc](#)
- Facebook: [www.facebook.com/henleybrookpspandc](http://www.facebook.com/henleybrookpspandc)
- Email: [HBPSpandc.president@gmail.com](mailto:HBPSpandc.president@gmail.com)

## School Board

The School Board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to quality school governance and that the community expectations and the school's priorities reflect the needs of the students. The functions of boards are covered by legislation and include both approval and advisory roles. Some of the matters boards may make decisions on include fees and charges, book lists, sponsorship and dress codes. Boards make these decisions with the principal who ensures the decisions adhere to legislative and policy requirements. Principals also seek the advice of boards so as to understand local community views. The board does not intervene in the control or management of the school. The board meets regularly throughout the year, and consists of parent representatives, community representatives, staff representatives and the principal. If you are interested in becoming a board member, please contact the school.

## Procedures and Policies

### Attendance

It is a legal requirement under The School Education Act 1999 that every child attends school. Regular attendance ensures your child can build relationships and make progress both academically and socially. It is important from an early age to establish good attendance habits, going to school every day helps children learn more and achieve more.

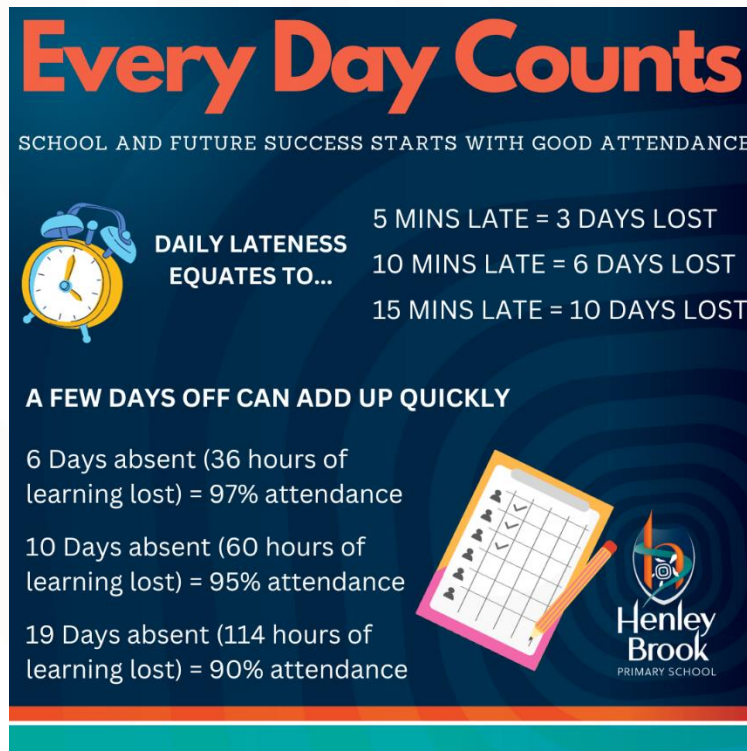
Why attending school everyday matters? Every day your child learns something new. Every day they build on what they know. What they learn today is the foundation for what they need to learn tomorrow. That's why attending school every day is so important. The more children attend, the more they learn, the more they achieve. This creates more opportunities for their future.

When a student's attendance falls below 90%, the school is required to investigate the matter and develop a plan, in consultation with the family, to restore regular attendance. Developing the habit of going to school every day is vital so that children do not miss out on important ideas and skills they need for future learning. Missing a day each week adds up to over two and a half years missed by the end of their schooling. Everyday counts...


Arriving on time is important for your child too as being late can be disruptive for your child and others, and impact negatively on their readiness to learn. Any students arriving after 8:25am must attend the office to collect a late pass. Students at school are in our care and

are our responsibility during school hours, including breaks. Students are not permitted to leave school grounds. If parents wish to collect their child during school hours, they need to attend the office to sign students out.

We encourage you to support your child to attend every day. If you need any help, please let us know.





**Every Day Counts**  
SCHOOL AND FUTURE SUCCESS STARTS WITH GOOD ATTENDANCE

 **DAILY LATENESS EQUATES TO...**

- 5 MINS LATE = 3 DAYS LOST
- 10 MINS LATE = 6 DAYS LOST
- 15 MINS LATE = 10 DAYS LOST

**A FEW DAYS OFF CAN ADD UP QUICKLY**

- 6 Days absent (36 hours of learning lost) = 97% attendance
- 10 Days absent (60 hours of learning lost) = 95% attendance
- 19 Days absent (114 hours of learning lost) = 90% attendance

   
**Henley Brook**  
PRIMARY SCHOOL

### Absentee Notification

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 10:00am each school day but may be delayed due to technical difficulties. If your child will not be at school, please advise us through the Compass App.

### Extended Absences/Family Vacation

Should your child be unwell for an extended period of time please advise the Administration Office and we will update the records, so you do not have to notify us on a daily basis. The Administration Office will then notify their classroom teacher. A Medical certificate will also be required. Parents of students wishing to go on a family vacation during school term should send details by email including dates and reasons for leave. Our teachers work hard to provide in class education and will not be able to provide additional personal vacation work

should you choose to take a holiday during term. Please note that all instances of vacation that occur inside school terms are classified as unauthorised absences.

### **Birthday Celebrations**

Celebrating students' birthdays or other special occasions is important and should be recognised in a special way, however, food treats and other gift items provided by parents or carers are discouraged and will not be distributed by school staff to ensure the health and safety of all students. This aligns with Department of Education requirements around dealing with allergies and Healthy Food protocols in schools. Instead, our teachers will celebrate your child's birthday in a special way and will make a fuss of them throughout the day!

### **Recess and Lunch**

Students will break for a play at 10:35am until 10:55am followed by eating time between 10:55am and 11:10am. During this time, they can eat their biggest meal for the day as the next break will be slightly shorter in time. The second break will begin at 1:10pm and finish at 1:25pm, they will then have eating time between 1:25pm and 1:35pm.

### **Crunch and Sip**

Students will participate in a daily in class Crunch & Sip which provides an opportunity for children to drink water and eat an extra serve of vegetables and/or fruit to support good health and to help with learning and concentration in the classroom. All while they are sitting at their desks! As students will be eating at their desk, we ask that only pre-cut fruit/vegetables that **crunch** are sent with their child to ensure mess is reduced.

### **Canteen**

Due to student numbers a canteen will not be operational in 2024.

### **Excursions and Incursions**

Excursions and incursions play an important part in the learning program of all classes. Written permission is required for all excursions and failure to return the excursion permission slip will prevent the child from participating. This procedure is strictly adhered to for safety and legislative reasons. It is desirable that all children participate in planned excursions and incursions that form part of the education program at school.

### **Lost Property**

All found unlabelled items, such as clothing, will be placed in the lost property baskets, located in ECE and at building 2 on the verandah's. Students and parents are welcome to look before and after school to recover lost items. We ask for your assistance by ensuring



that all **personal belongings are clearly labelled with your child's name to assist us in returning items**. Children are asked **not** to bring along valuables such as mobile phones, jewellery, toys or unnecessary money that might be lost or damaged during school hours. No responsibility will be accepted for valuables of this nature.

### **Valuables**

Valuable items, toys and large amounts of money are not to be brought to school by children. The school cannot in any way guarantee the safety of these valuables nor can the school accept any responsibility for any of these items.

### **Library**

Our Library is an engaging, stimulating centre that fosters both formal and informal learning opportunities. All classes will have a rostered Library borrowing time. Students must have a library bag to protect books from damage, students will be unable to borrow if they do not have one. Library bags can be purchased from our uniform supplier. Books and any other equipment that has been damaged or misplaced will be charged to your child's account.

### **Homework**

Research indicates that homework has minimal effect on student learning. However, homework is considered an important component of a student's education, by many parents. A whole school approach to homework will assist to further develop the partnership between school and home. It also provides an opportunity for students to review and revise important concepts that have been taught in class and develop independent organisation skills. We also encourage parents to read regularly with their child, encourage them to write lists, keep a journal and draw, answer their questions, and encourage opportunities for outdoor adventures and to become part of clubs, afterschool sport and swimming lessons.

### **Factions**

Our factions are red, gold, blue and green. Students will be allocated a faction on enrolment. In 2024, we will include students in the decision to name our factions. Please wear faction shirts on Fridays.

### **Allergies**

We are a nut free school and we request you do not send nut products to school, including peanut butter and Nutella, as we endeavour to keep all children safe while in our care. As a school, we minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.



- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.

If an item of food is accidentally packed that contains nuts we will notify you, and ask your child to sit away from students with allergies and rinse their mouth and wash their hands once they have finished eating.

Students will have the opportunity to participate in different cultural events such as Harmony Day, throughout the year that may involve a variety of food, as well as cooking sessions related to classroom learning. A permission note will be sent out to parents in advance, and these will need to be returned in order for your child to participate.

### **Sickness or Accident**

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. It is important for the school to have an emergency contact number in case you are not contactable. In the event of a serious accident, an ambulance will be called (note the expense for this action is to be met by the family not the Department of Education). We encourage all families to purchase ambulance cover from an insurance provider. Children who are obviously ill before school should not attend. If an infectious or contagious illness is diagnosed, including head lice, please advise the school who can respond accordingly.

### **Medications**

Some students require medication at school on a regular basis. If this is the case, you should complete the appropriate Health Care Plan which can be obtained from the Administration Office. Based on information given, processes will be established for safe storage, recording and administration of the medication. Please note, self-administration is a preferred option depending on the child's age, however, the school will support and supervise this process. Students should not be carrying medication in their school bag unless agreed as part of the Health Care Plan. Parents need to ensure that medication forwarded to the school has not exceeded the expiry date and replenish supplies in line with the published expiry date.

### **Medical Needs Register**

If your child suffers from a serious or life-threatening condition, eg peanut allergy, diabetes, epilepsy, it is important that you provide the school with an Action Plan provided by your family doctor, and provide medication, if it is required. The information is confidential and is

only used to ensure your child receives the appropriate medical attention should the need arise. Only staff have access to this information.

### Communicable Disease Guidelines

The Communicable Disease Guidelines provided by the Western Australian Health Department state the common ailments that require exclusion from school. More information on these ailments can be found at

[https://www.health.wa.gov.au/~/\\_media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf](https://www.health.wa.gov.au/~/_media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf)

Parents will be asked to collect their children if they are suspected of having an infectious disease and to seek medical advice. The school may request a medical certificate confirming the child is safe to return to school.

### School Uniform and Dress Code

Our school dress and presentation requirements are visible evidence of the high standards expected of and achieved by the Henley Brook School Community. The benefits of our school dress code include: promoting a positive image of our school and creating a sense of inclusion, belonging and identity among students; promoting safety of students through easy identification; keeping costs of clothing within reasonable limits for parents; and assisting students to learn the importance of appropriate presentation.



Students can wear shorts, skorts, pants along with their school polo shirt. All bottoms must be navy blue in colour with no labels or other colour on them. A dress is also available for the

warmer months. During the cooler months students will need to wear the school jacket which is beautifully lined and nice and warm. **Any other layers must be plain navy blue.**

Sneakers or sandals are to be worn, please no thongs. ECE will have opportunities for shoes off during play.

Students in PP-6 will be required to wear their faction polo shirt every Friday and to athletic carnivals.

We have a no hat, play in shade philosophy. During the school year, all students are to wear hats whilst out of their classrooms, this includes recess and lunch: also, during Physical Education and outside class activities. Students without a hat will be supported to continue playing, but in the shade. Students will be required to wear the school's bucket hat for extra protection from the sun.

During the summer months, we ask that parents apply sunscreen to their children and then we will encourage them to reapply during the day.

For health and safety reasons, all students are encouraged to tie hair back if it is shoulder length or longer. We also ask that students **do not** wear make-up.

All items of school uniform are available at Nell Grey located at 832 Beaufort Street, Inglewood, WA 6052. They can be contacted on (08) 9270 4658.

### **Behaviour Management**

Henley Brook Primary School's Behaviour Management Policy aims to promote high expectations and accountability for learning and behaviour. It also reflects our school-wide commitment to restorative practices and providing learning conditions where each student is positioned to thrive socially, emotionally and academically. We are proactive when managing student behaviour and have a clear understanding of behaviour management processes and procedures.

In addition to our positive approach to behaviour, Henley Brook also utilises Zones of Regulation to support students to make positive choices. Zones of Regulation is an approach used to support the development of self-regulation in children.

### **Mobile Phone Policy**

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purposes. If students, choose to bring their phones they **must be switched off and placed in their bag**. Students bring their mobiles at their own risk.

### Smoking on School Premises

Department of Education and Government premises are SMOKE FREE areas, and it is an offence to smoke on school grounds. Please refrain from all forms of smoking, including tobacco and e-cigarettes (vaping).

### Dogs and Other Animals on School Grounds

To ensure the safety of all members of our community, we require that dogs and other pets do not enter school grounds, with the exception of service dogs or dogs visiting as part of educational programs with approval by the Principal. We thank all of our parents and community members in advance for respecting these guidelines.

## Teaching and Learning

### The 3 Pillars



Our staff have high expectations of students and utilise evidence-based teaching strategies and programs to maximise student learning. We place a strong emphasis on developing the whole child and supporting each child to reach their potential. We believe each child should grow academically, socially and emotionally. Partnerships between school staff, students, parents, carers and families is very important to us because we know that it is these relationships that will form the foundations for student learning and future success.

## Curriculum

Our teachers implement the Western Australian curriculum which provides a coherent and comprehensive set of prescribed content and achievement standards which is used to plan student learning programs, assess student progress and report to parents. The Western Australian Curriculum encompasses ACARA's Australian Curriculum, English, Mathematics and Science. In addition, year-level syllabuses for Humanities and Social Sciences, Health and Physical Education, Technologies, The Arts and Languages remain broadly consistent with the Australian Curriculum but have been contextualised to make them more suitable for Western Australian students and teachers.

The Early Years Learning Framework describes the principles, practice, and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. Our educators use the Early Years Learning Framework, National Quality Standards and the Western Australian Curriculum to develop high quality early childhood programs that are aligned with our whole school approaches.

Henley Brook promotes the consistent use of Explicit Instruction in every classroom. Explicit instruction involves directly teaching students the content or skill to be learned, using clear and unambiguous language. Teacher modelling and then teacher guidance is followed by scheduled opportunities for practice. Student/teacher interaction is very high and student engagement is essential. Every program and strategy we use follows the Science of Learning.

All teachers have high expectations of children's capabilities and ensure that all children experience pride in their attempts and achievements. We engage children in a range of engaging learning experiences and ensure we offer excellence in teaching and learning.

## Reporting

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important process of our school. A variety of methods are utilised each term to keep parents informed about their child's progress. Parents and carers will receive formal reports in Term 1 and Term 4 that complies with the Department of Education requirements. Parents and carers are encouraged to discuss their child's progress throughout the year by making an appointment with their child's teacher. Making an appointment will ensure there is sufficient time, attention and privacy for all involved.



### **Booklist (Stationery)**

Booklists for Kindergarten – Year 6 can be found on our school website, or a copy can be collected from the Administration Office. Our supplier for stationery is Campion and all orders can be placed online with a home delivery option available, or collection can be made in store at 751 Marshall Road, Malaga.

For students in Kindergarten and Pre-Primary please send all equipment at the beginning of the year and only label items in the 'Parents to Supply' section; library bag, bucket hat, sunscreen roller, water bottle, lunch box and change of clothes. For students in Years 1- 6 please send all equipment at the beginning of the year and ensure all items are clearly labelled including school bags, lunch boxes, water bottles, jackets, library bags, bucket hats, sunscreen, change of clothes. Please do not cover any books listed on any of the book lists.

### **Students at Educational Risk (SAER)**

At Henley Brook Primary we are committed to identifying students at risk and addressing the needs of students as early as possible to ensure that every student achieves to their full potential. The term 'At Educational Risk' refers to a student who may not achieve his/her potential for a variety of reasons and each student has the potential to be at risk at different stages throughout their school life. The school has established an experienced Student Services Team to ensure there is a collaborative approach involving the development, implementation and monitoring of individual plans addressing each student's specific needs. Working with families and external agencies, we will provide opportunities for all students to learn and achieve their full potential.

### **SAER Referrals**

The school has access to a School Psychologist and a School Health Nurse on a regular basis. Parents may approach the classroom teacher to discuss their concerns and arrange a referral for their child to access these services on a needs basis. Health appraisals including vision and hearing are offered in Kindergarten and where necessary in other years. All referrals are conducted in consultation with parents and case conferences are arranged with all parties for information purposes.

### **Class Structure**

Due to the size and nature of our growing school, some of our classes will be composite classes. This means that there are two-year levels sharing the same class e.g. Year 5/6. As our student enrolments grow and change, it is likely that we will have several composite classes across the school. Research demonstrates that there are many benefits to students



being in a composite class; and through teamwork and positive communication, we can support all our students to successfully transition to their new class and school.

Composite classes are created on a year-to-year basis, where the need is required. Student placement within upper and lower splits is based on a range of factors including:

- Gender numbers
- Family relations
- Student behaviour
- Academic ability
- Social considerations
- Class recommended numbers.

It is important to remember that just because your child might be allocated to the lower year level of the class does not mean that he/she is of higher ability and needs extension.

Similarly, placement in the higher level of the split does not mean that he /she is of lower ability. It is more important that classes are balanced with a mixture of ability levels rather than all being at the same level.

Teaching has changed significantly in recent decades through a focus on teachers using data to develop whole class, group and individualised 'plan, teach, assess cycles' that meet specific needs across different curriculum areas. Our teachers are skilled in differentiating curriculum delivery and will be provided with ongoing coaching, feedback and support whenever required. In every class, including in single year levels, there is a significant variation in students' knowledge, skills and abilities across all curriculum areas. Teachers are adept at building learning opportunities, based on the curriculum, across multiple year levels. Research by Professor John Hattie indicates that teacher quality, as opposed to whether a class is a straight year level or composite makes a positive difference to the academic outcomes of students.

### **Sports Carnival**

A Sports Carnival is held once a year but will look different in our first year due to student numbers. All years from Kindy to Year 6 are involved and parents are welcome to attend and support their children and their factions. Students are encouraged to wear their faction shirts. The school also participates in a variety of interschool sport events during the year.

## PEAC (Primary Extension Academic Challenge)

Blanket testing of all public-school Year 4 students occurs each year with individual schools testing their own students. Parents who do not wish for their children to be tested can opt out by contacting the school in writing. Students in Year 1, 2 and 3 are nominated by the school. The PEAC program provides opportunities for talented students in Years 1, 2, 3, 5 and 6 to focus on:

- social interaction with gifted and talented peers
- intellectual rigour and challenge
- pursuit of excellence
- development of higher order process skills
- in-depth investigations of real problems
- open-ended activities which encourage choice and negotiation
- opportunities to interact with practising experts
- students working at their own pace
- self/peer evaluation and reflection of performance.

If your child is accepted into PEAC you will be contacted by email or phone call. PEAC is a part time program in which students attend a District PEAC centre. Charges may apply.