

# Parent & Carer Handbook

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## Welcome

Dear Parents, Carers and Families

We welcome you and your child to Hyden Primary School. Our school, established in 1934, is at the heart of our proud town.

**Our vision** is to nurture a sense of belonging, stimulate life-long learning, cultivate happiness and inspire innovators of the future.

**Our values** are **Respect, Optimism, Courage and Knowledge**. At Hyden we **ROCK!**

We are a vibrant, culturally responsive community where there is a strong sense of belonging and connection. Our staff are highly motivated to work collaboratively and use evidence to examine the impact of their teaching on student progress and achievement.

We are partnered by a dynamic School Board and Parents & Citizens Association who are actively involved in the life of our school.

**As a staff we believe in:**

- unlocking the potential of every child;
- evaluating the impact of our practice and seeking to improve;
- inclusion and valuing student diversity;
- equity and reconciliation;
- student wellbeing and engagement being essential to student achievement;
- sharing the responsibility for student success with schools, families and the broader community; and
- preparing student to become their own teachers and successful life-long learners.

By working together with families and our community, we will ensure that each student has every opportunity to achieve personal excellence in all facets of life.

*Yours faithfully,*

*Hyden Primary School Staff*

*\* from here on in, the term parents refers to parents, carers and guardians; the Department refers to the Department of Education WA*



# Getting Started



## Communication

### Staff Communication with Parents

**Connect:** our school uses the Department’s free and secure Connect website as our form of communication with families about important events, notices and to provide school reports. Please ask a member of staff to help you sign up.

**Newsletter:** published twice per term and distributed electronically via Connect.

**Weekly Newsflash:** published on non-newsletter weeks to share important messages and distributed electronically via Connect.

**See-Saw:** teachers communicate class information via See-Saw.

**OutReach+:** the Department’s SMS messaging system that allows us to send messages to parents advising them of procedures that are being followed or school closure in the case of an emergency such as a bushfire. Please save the number +61 437 516 508 into your mobile as Hyden School Emergency or similar so you don’t mistake an emergency text from the school as spam.

### Parent Communication with Staff

**Parent Meetings:** if you would like to meet with a member of staff, please organise an appointment during the school day. Staff are unable to meet with parents during their preparation time before school.

**Emails:** are appropriate for short, non-urgent and positive forms of communication. It is not appropriate for more complex or emotional situations. In these cases, parents should request a face-to-face meeting so that issues can be given the time and attention they deserve. Please only email staff via their work email address.

**Phone contact:** phone contact with staff should only be made via the school phone number. Please do not contact staff on their personal phone number, by text message or social media regarding school business.

Staff are not expected or required to return phone calls and emails after work hours, during the evening or on the weekend.

**The Department of Education has published a series of “Connect & Respect” resources to assist school communities in setting shared and respectful expectations to enable us to continue to work together in the best interests of our children.**

These resources can be viewed on our website.



Shaping the future

## Connect and Respect

**Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.**

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

### What we can all expect:



mutual respect



good behaviour



open communication



respect for each other's time

### We will not tolerate:



offensive, insulting or aggressive language



malicious or judgemental gossip



using social media disrespectfully



any form of violence

**Shared and respectful expectations and values will enable us to work together in the best interests of our children.**

## Kindergarten Days

**Semester 1** – Monday & Tuesday

**Semester 2** – Monday, Tuesday and Wednesday

## Timetable

8.45am	Children arrive/classrooms open Breakfast club
<b>9.00am</b>	<b>School starts</b>
9.00 – 11.00am	Learning time (10.00am – Crunch & Sip)
<b>11.00 – 11.20am</b>	<b>Recess</b>
11.20 – 1.00pm	Learning time (12.10pm – Crunch & Sip)
<b>1.00 – 1.40pm</b>	<b>Lunch</b>
1.40 – 3.05pm	Learning time
<b>3.05pm</b>	<b>School finishes</b>

Please ensure your children are dropped off and collected from school close to the start and finish times.

### Arrival at School

Please bring your Kindergarten child to the classroom. **Children should not be at school before 8.45am** as staff are busy preparing for the school day and there is no supervision of children available before this time.

### Late Arrival

Please report to the front office to sign your child in after 9.15am.

### Early Pick-Up

Please report to the front office to sign your child out if required to leave before 3.05pm.

### Changes to pick up arrangements

Parents must notify the school in their child's diary or by a telephone call to the front office if their usual pick-up arrangements have change. We cannot allow anyone else to pick up your child without your permission.

### Changes to bus arrangements

Parents must contact the bus driver and call the front office to advise of any changes to their child's bus arrangements. Where parents have not notified the bus driver and school of change before the end of the day, children will be required to catch their regular bus home.

## Booklists & Other Requirements

### Booklist items

Booklists for the new school year are provided in hardcopy to parents in Term 4. Items can be purchased from Campion Education or a supplier of parents' choice (e.g. Community Resource Centre). If your child enrolls after the new school year, please speak to the front office about what items may be required for the rest of the year.

### Other requirements

#### All students

- Wide-brimmed bottle green school hat – we are a NO HAT, NO PLAY school all year round. Hats are available to purchase through the P&C
- Water bottle
- Library bag
- Large box of tissues

All personal items must be labelled with your child's name.

## Contributions & Charges

The principal with the approval of the school board, and in accordance with legislation, determines all contributions and charges requested from parents for the education of their children. Financial support by parents assists in providing resources that extend the school's capacity to add value to students' learning experiences.

We are required to provide parents at least two-months notice before the start of the new school year of any contributions and charges being requested.

### Contributions

Voluntary payments made by parents to the school for materials, services and facilities used by Kindergarten to Year 10 students in an educational program. The annual amount charged cannot exceed \$60 for students in Kindergarten to Year 6.

### Charges

Costs for which payment is compulsory for optional components of the education program.

## Bank Details

**Account Name:** Hyden Primary School

**BSB:** 066040

**Account number:** 19907021

The preferred method for payment of voluntary contributions and charges is via EFT to the school bank account. Cash and cheques are also accepted.



## Uniform & Clothing

Our school has a dress code policy which outlines uniform requirements for students. This can be found on our website: [www.hydenps.wa.edu.au](http://www.hydenps.wa.edu.au)

New uniform items can be purchased from the P&C via appointment. Second hand uniforms are available for purchase from the front office.

Please supply shoes that your child is able to put on and take off independently e.g. Velcro fastenings. Thongs are not acceptable.



Each child is responsible for their own belongings; all items **must be labelled with their name.**

Kindergarten - While we do keep a few changes of clothing at school in cases of emergency or messy play, please keep a spare set of clothing, including underwear in your child's bag and update according to the weather.

## Hats

We are a 'no hat, no play' school year-round (see Booklist & Other Requirements).

## Toys and Personal Items

Please leave toys and non-essential personal items at home as children can become distressed if they become lost or broken. The school does not take responsibility for any of these items brought to school.

## Library and Book Borrowing

Students can borrow books from the library to take home. They must have a book bag for this purpose (see Book List & Other Requirements). Books loans are for a two-week period and must be stored in the child's library bag.

## Book Club

Students can purchase books through Scholastic Book Club twice per term. Brochures and ordering details are provided to students to bring home.

See <https://www.scholastic.com.au/book-club/book-club-home/> for more information.

## Food

Parents are required to supply the following food for their child:

2 x crunch and sip (see below)

1 x recess

1 x lunch for their child

1 x water bottle

Healthy lunchbox sections can be found on the Crunch and Sip website:

[www.crunchandsip.com.au/healthy-lunchboxes](http://www.crunchandsip.com.au/healthy-lunchboxes)

Please ensure foods are ready to eat (e.g. don't require reheating) and are stored appropriately for the weather as refrigeration cannot be guaranteed. An insulated lunch container / cooler bag is recommended.



## Crunch & Sip



These in-class breaks are an opportunity for children to drink water and eat an extra serve of vegetables and fruit to support good health and to help with learning and concentration.

Please pack a serve of fruit/vegetables (preferably cut up) for your child to crunch on each day during this time. Children are also required to bring a labelled water bottle for use in class.

## Lunch Orders

Lunches from the Bush Bakehouse can be ordered on a Monday through the classroom. These are delivered to the school. An updated menu is provided throughout the school year and can be found on our website. Please note for safety reasons, students are not permitted to have beverages packaged in glass.



## School Dairies



Students will be provided with a Hyden PS diary at the start of each school year. This diary is used as a means of communication between parents and teachers and needs to be signed by parents each day and returned to school. Important notices and notes are also shared through diaries from time to time.

## Homework

Our Homework Policy can be viewed on our website.

## School Calendar

Information about the term's events are provided in the Community Update distributed via Connect each week.

## Visitors

All parents, volunteers and visitors are required to sign in and out at the front office.



## Volunteers

We value the contribution volunteers make towards our school. Sometimes we will ask for parent volunteers to support us with activities.


Examples include:

- Helping with reading
- Assisting at a sports carnival
- Conducting P&C duties
- Presenting an award or speaking at assembly

A parent volunteer is a parent of a child who is enrolled at Hyden PS and does child-related work on a voluntary (unpaid) basis. Parent volunteers are exempt from requiring a Working with Children Check (WWCC) under the *Working with Children (Screening) Act 2004*.

Instead, parent volunteers are required to complete the Parent and Child Volunteer Declaration Form (provided upon sign-in) prior to commencing any volunteer work.

**Grandparents, other family members, and other volunteers (over aged 18) require a valid WWCC.** Application forms are available from the post-office. We are able to sign your WWCC application.


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**Parent and child volunteer declaration form**

Strictly confidential

Individuals issued with a Negative Notice or Interim Negative Notice under the Working with Children (Screening) Act 2004 cannot volunteer in child-related work.

This form must be completed by a

- parent volunteering in child-related work at a public school or site
- child under 18 years of age volunteering in child-related work at a public school or site (for example, a practicum student under 18 on work placement in a school)

Read the following and tick (✓) the box to declare:

Volunteer declaration	I declare that I do not have a current Working with Children Negative Notice or Interim Negative Notice.	<input type="checkbox"/>
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If you have a Working with Children (WWC) Check, provide the details below:

WWC card number	WWC card expiry date
or	
WWC application receipt number	WWC application lodgement date

Note: You will be asked to provide a copy of your card or application receipt to the school

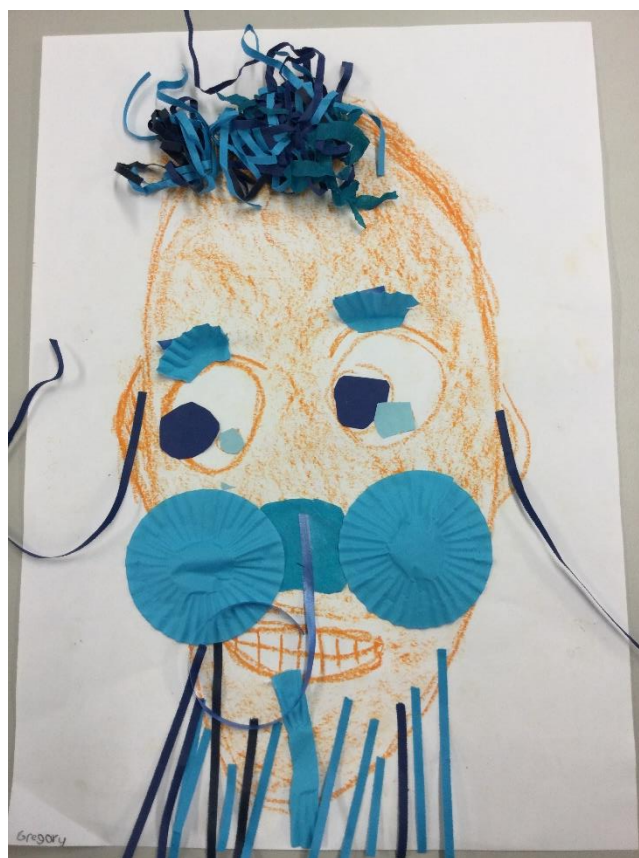


## Business Plan

The school business plan outlines our strategic priorities and targets for a three-year period. Our current business plan can be viewed on our website.



# Attendance, Behaviour & Curriculum



## Attendance & Absences

**It is important for children to attend school all day, every day. *Every day matters.***

The Department's goal is to ensure every student in Western Australia has the opportunity to gain an education and achieve their full potential. Attending school is a critical foundation for unlocking this opportunity. We know that every day at school contributes to learning, which leads to better engagement and higher academic achievement. This sets students up for life and creates better social and economic outcomes for Western Australian families and communities.

The Hyden PS Attendance & Engagement plan can be viewed on our website.

1 or 2 days a week doesn't seem much but .....				
If your child misses...	That equals ...	Which is ...	And over 13 years of schooling that's...	Which means the best your child might perform is...
1 Day per fortnight	20 Days per year	4 weeks per year	Nearly 1.5 years	Equals to finishing in grade 11
1 Day per week	40 Days per year	8 weeks per year	Over 2.5 years	Equals to finishing in grade 10
2 Days per week	80 Days per year	16 weeks per year	Over 5 years	Equals to finishing in grade 7
3 Days per week	120 Days per year	24 weeks per year	Over 8 years	Equals to finishing in grade 4

## Attendance & Absences



# Information for parents – When is it OK to miss school?

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**It is important for children to attend school all day, every day.**

### **When is it OK to not go to school?**

An OK reason is one that prevents your child from getting to school. This could include:

- your child is unable to attend because they are sick
- attending cultural or religious observances such as sorry time and funerals
- an unavoidable medical appointment
- an unavoidable natural event such as flood waters or a cyclone

The Principal decides if the reason given for your child's absence is acceptable.

### **It's NOT OK to miss school if your child:**

- is celebrating a birthday
- is going on a family holiday
- is visiting family and friends
- has slept in or had a big weekend
- is looking after other children
- has sport or other recreational activities that have not been approved by the school
- has appointment such as haircuts and minor check ups

If possible, routine medical and other health appointments should be made either before or after school, or during the school holidays.

*Reference: Information for Parents – When is it okay to miss school, Department of Education handout, 2023.*

### **Notifying us of absences**

Parents are required to let us know the reason why their child is going to be, or has been, absent from school as soon as possible. Where possible, please discuss any upcoming absences in advance so we can let you know of important learning or activities your child will miss out on.

## Positive Behaviour Support

Our whole school positive behaviour support plan at Hyden PS reflects the Department's Student Behaviour in Public School's Policy and Procedures. This approach:

- identifies and communicates the rights and responsibilities of all students and staff to engage in building positive behaviour
- incorporates restorative principles, systems and approaches
- provides multi-tiered systems of support that are responsive to student needs.

The Department and Hyden PS Positive Behaviour Plan can be viewed on our website.





## Curriculum

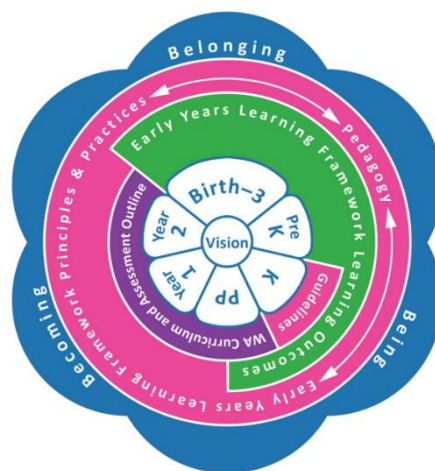
The School Curriculum and Standards Authority (SCSA) sets the curriculum guidelines for all Western Australian (WA) schools from Kindergarten to Year 12.

Curriculum is the knowledge, understanding, skills, values and attitudes that students are expected to be taught, regardless of where they live or their background. Curriculum in each year is mandated and is what teachers use to develop their teaching and learning programs and from where assessment is drawn. Parents are encouraged to contact teachers if they have questions about the curriculum in any one year.

### Kindergarten

The Kindergarten Guidelines set by SCSA guide educators to develop kindergarten curriculum for WA children. The guidelines draw from the key ideas and related content from the Early Years Learning Framework.

Reference: <https://k10outline.scsa.wa.edu.au/home/teaching/kindergarten-curriculum-guidelines>



### Pre-Primary – Year 6

Teachers use the Western Australian curriculum for Pre-Primary to Year 10 to plan for student learning, assess student progress and report student achievement to parents/carers.

The curriculum is organised into eight learning areas:

- English
- Health and Physical Education (PE)
- Humanities and Social Sciences (HASS)
- Languages
- Mathematics
- Science
- Technologies
- The Arts

More information about the Western Australian Curriculum can be found on SCSA's parent and community website: <https://parent.scsa.wa.edu.au/home>

## Reports

### General Reports

All students from Kindergarten to Year 6 are provided with a school report at the end of Semester 1 and 2.

- Kindergarten students receive a progress indicator against five learning development areas and a general comment.
- Pre-Primary students receive an overall achievement rating against each of the eight learning areas.
- Year 1-6 students receive an A-E grade against each of the eight learning areas.
- All Pre-primary to Year 6 students receive:
  - A general comment, and comments for English and Mathematics
  - An assessment of:
    - learning area effort
    - personal and social learning
    - overall attitude, behaviour and effort.

Reports are shared with families via Connect.

### SEN (Special Education Needs) Reports

Students who are on an individual education plan will also receive a SEN Report for the subjects for which they have individual learning goals.

# Health, Wellbeing & Safety



## Bushfire Zoning

Hyden Primary School has been placed on the Department of Education bushfire zone register as it is located in a designated bushfire risk area.

If a fire behaviour index of 75 (extreme fire danger) or greater is forecast for the Shire of Kondinin, a school may be required to invoke a pre-emptive (planned) closure. A 'catastrophic' fire danger rating poses a significant threat to the school if a fire starts. It is likely to be uncontrollable, unpredictable and fast-moving.

Parents and carers will receive a text message or phone call to inform them of a possible pre-emptive closure of the school.

The final decision to pre-emptively close the school will be confirmed with the principal no later than 4:30 pm on the day before the pre-emptive closure. If the forecast changes after the 4:30 pm deadline, the school remains closed.

Parents and carers will receive a text message or phone call to either confirm or cancel a pre-emptive closure of the school.

Typically, schools will be required to close for a day at a time however, this will depend on changing weather conditions. Parents and carers will receive a text message to advise if the school will reopen the day after the pre-emptive closure, or whether it will remain closed.

Parents and carers are encouraged to monitor official bushfire information sources for current information about fire danger ratings:

1. [Emergency WA website](#)
2. Department of Fire and Emergency Services
  - Information line, 13 33 37
  - Twitter, [https://twitter.com/dfes\\_wa](https://twitter.com/dfes_wa)
3. Local radio
  - [ABC Emergency WA](#)
  - ABC local radio
  - 6PR



Please contact the school on 9684 0800 with any concerns about pre-emptive closures during the bushfire season (August to March).

## Custody and Access of Children

Parents are required at the time of enrolment to advise the school, and provide supporting documentation, if their child is subject to any court orders in respect of their care, welfare and development or access. Please ensure you update us should this information change during your child's enrolment.

## Emergency Contacts

Please keep us up to date with any changes to your emergency contacts.

## Health

The Department of Health provides specific advice to schools to prevent and control the spread of infection in schools. Transmission of common communicable diseases, e.g. colds and gastroenteritis, can be reduced by:

1. Children being immunised (see Immunisations)
2. Children and staff staying home from school while in the infectious stage of illness to prevent transmission to others by coughing, sneezing, direct or indirect contact e.g. contamination of surfaces
3. Practising good hand hygiene (cleaning hands with soap and water or alcohol based hand-sanitiser)
4. Practising good respiratory hygiene (coughing into your elbow or into a tissue then disposing of the tissue into a bin then washing hands with soap and water or hand-sanitiser)

The Department of Health requires that children/and or staff be excluded from school settings for a recommended periods of time to reduce the risk of transmission.

Exclusion periods for common infections are listed in this handbook.

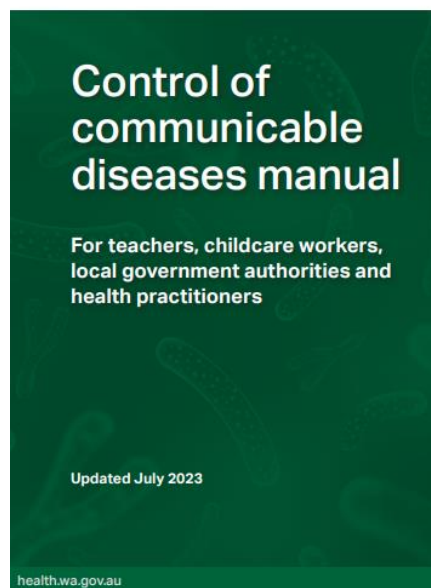
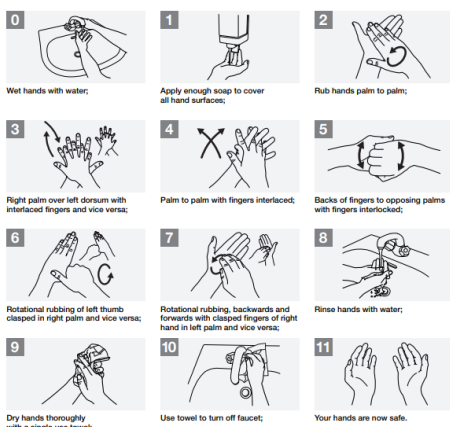
The full list of exclusion periods can be viewed at:

[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)

## How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

**Duration of the entire procedure: 40-60 seconds**



## Exclusion periods for infections

Current as of 29/08/23

Infection	Exclusion Period
Chicken Pox	Exclude until blisters have dried and formed crusts, which is usually 5 days after rash appears. Note that crusts alone do not warrant exclusion.
Common cold or influenza-like illness	Exclude until acute symptoms have resolved. There is no need to exclude a child with mild symptoms (e.g. runny nose) if they seem otherwise well, however testing for COVID-19 with a rapid antigen test is recommended.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Covid 19	Exclude and advise to stay at home for at least 5 days and until acute symptoms (e.g. fever, sore throat, runny nose) have resolved.
Gastroenteritis, Norovirus & Rotavirus	Exclude until symptoms have ceased for at least 24 hours.
Headlice	There is no requirement to keep children home from school or childcare as long as effective treatment begins before the next day of school or childcare.
Impetigo (school sores) or MRSA infection	Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Influenza or RSV	Exclude until acute symptoms (e.g. fever, sore throat, runny nose) have resolved.
Measles	Exclude for 4 days after the onset of the rash, in consultation with public health unit staff.
Mumps	Exclude for 5 days after onset of parotitis. Consult with your public health unit staff.
Pertussis (Whooping Cough)	Exclude from work, school, preschool, and childcare (especially where there are infants) for: <ul style="list-style-type: none"> <li>• 5 days after an appropriate antibiotic treatment,</li> <li>or • 21 days from the onset of any cough, or</li> <li>• 14 days after onset of paroxysmal cough.</li> </ul>
Ringworm	Exclude until the day after commencing antifungal treatment.
Streptococcal infections	Exclude until 24 hours after commencement of antibiotics.

Reference: <https://www.health.wa.gov.au/~media/Files/Corporate/general-documents/communicable-diseases/PDF/2101-communicable-disease-guidelines.pdf>

## Health Care & Medication at School

### Student Health Care Summaries & Plans

Parents are required to complete a Student Health Care Summary as part of their child's school enrolment. If your child's health care information changes during their enrolment period, please ensure you provide us with an updated form.

Health care information provided by parents is used to:

- manage student health care needs
- plan and respond to student health care emergencies
- manage the approval, use, and storage of student medication
- manage staff training and resources.

Students who need health support at school must also have a management and emergency response plan (e.g. asthma, anaphylaxis, seizures). We will provide the required forms for you and your medical practitioner to complete.

### Medication

Medication can only be administered to students with written approval from parents or carers using the Department's Administration of Medication form.

Parent approval is not required in an emergency, for example, unexpected anaphylaxis.

Medication must be:

- clearly labelled with your child's name
- within expiration date
- in original packaging.

Tablets must be provided in its correct dosage. We are prohibited from cutting provided medication.

Forms can be downloaded from our website or provided through the front office.

The image shows a screenshot of a form titled 'FORM 1 STUDENT HEALTH CARE SUMMARY' from the Department of Education. The form is divided into sections. 'SECTION A' includes fields for 'Year' (with 'Parent' and 'Teacher' checkboxes), 'Student's name', 'Date of birth (YYYYMM)', 'Gender' (with radio buttons for Male, Female, and Not Specified), and 'Address'. Below this is 'FAMILY CONTACT DETAILS', which contains two sets of fields for 'Name', 'Relationship to student', 'Address', 'Telephone (Home)', 'Telephone (Mobile)', and 'Telephone (Work)'. The form is presented in a clean, structured layout with a green header.

## First Aid

School staff have a duty of care for the safety and welfare of students, staff and others in an emergency. While we are required to have an adequate number of staff members trained in first aid, in the absence of staff with first aid training, available staff provide first aid within their level of experience until medical assistance is available (Department of Education, 2023).

We have a first aid kit on hand to treat minor injuries. Parents will be contacted in the instance their child has an accident or is injured at school. It is therefore important that parents update us with any changes to their phone number or their alternative emergency contacts.

## Immunisations

Principals can only enrol children in Kindergarten if they meet the immunisation requirements.

Pre-primary to Year 12 students can be enrolled regardless of their immunisation status.

Acceptable immunisation evidence includes:

- a) an Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old
- b) a valid Immunisation Certificate issued by the Department of Health

Other forms of evidence, including the 'purple book' or overseas immunisation records are no longer accepted by the Department of Education.

Please contact the principal if you wish to discuss the process for exemption after reading the information on the Health Department website:

<https://www.health.wa.gov.au/immunisationenrolment>

The immunisation schedule for children and adults in WA can be viewed at

<https://www.health.gov.au/our-work/national-immunisation-program>

## Student Support

We have processes in place at Hyden PS to identify, respond to and support the diverse needs of all students. All classes are allocated education assistant (EA) and Aboriginal and Islander Education Officer (AIEO) time throughout the week. These valued staff members work alongside the teacher to provide group and individual learning support to students.

Teachers also work with parents throughout the year to establish individual or group education plan goals for their child should specific learning, behaviour or attendance needs requiring targeted support be identified.

With parent consent, there are also a range of allied professionals to whom we can refer students to for additional support. This includes the school chaplain, psychologist, nurse, occupational therapist, speech pathologist, and child and adolescent mental health service.



## Useful contact numbers

<b>Organisation</b>	<b>Purpose</b>	<b>Contact</b>
Health Direct	Non-urgent health advice.	1800 022 222 24 hours a day, 7 days per week
Kids Helpline	Free and confidential 24/7 online and phone counselling service for young people aged 5 to 25.	1800 551 800 24 hours a day, 7 days per week
Lifeline	Free support for people experiencing a personal crisis, contemplating suicide or caring for someone in crisis.	13 11 14 24 hours a day, 7 days per week
MensLine Australia	Free professional phone and online counselling for men.	1300 789 978 24 hours a day, 7 days per week
Ngala Parenting Line	Free support service for WA parents and caregivers of children from conception to 18 years.	Call back service 1800 111 546 8am – 8pm, 7 days per week
Rurallink	After-hours telephone service for people in rural and regional Western Australia experiencing a mental health crisis.	1800 552 002 Monday -Friday 4.30pm – 8.30am Saturday/Sunday 24 hours
1800RESPECT	Free counselling line for anyone who has experience or is at risk of family and domestic violence.	1800 737 732 24 hours a day, 7 days per week

## **Toileting**

It is strongly encouraged that all children are toilet trained prior to the commencement of schooling. If you are concerned that your child is not toilet trained (e.g. due to age, disability or developmental delay), please let us know at the time of enrolment so we can work with you on a documented plan to support your child's toileting at school.

## School Activities. Events & Community



## Assemblies

Community assemblies are held once per term with classes taking turns to host the assembly and present a class report. Assemblies are held in the undercover area and commence at 2.30pm. Assembly dates for each term will be provided via Connect. Parents, family and community members are encouraged to attend.



## Birthdays

While birthdays are often an important time for children, there is no expectation to provide class birthday cakes. However, if you would like your child to celebrate their birthday with their class, parents may supply cupcakes for the whole class. Please do not supply whole cakes to reduce the preparation / clean up requirements. If you are bringing in cup-cakes, please negotiate a time in advance with your child's teacher so time can be scheduled into the day's program.

If you're child has a food allergy or intolerance, you are welcome to provide your own cupcakes for us to freeze which we will defrost and provide to your child on these occasions.

As a healthy food school, please do not supply lolly bags.

## Swimming Lessons

Students from Pre-Primary to Year 6 participate in swimming lessons during class time during Term 1 each year. Information and consent forms are provided to parents before swimming commences.

## Playgroup

Parents of children aged 0-4 years are invited to attend playgroup in our Early Childhood Centre once per week. The specific day and time will be confirmed with parents.

## Factions

We have two factions:

- Forrest – gold
- O'Connor – blue.

Students are allocated a faction on enrolment. If a student has a sibling at school, it is likely they will be placed into a different faction so if a family leaves the district, we do not lose a number of students from the same faction.



Students are asked to wear their faction t-shirt on the days they have Physical Education lessons and to our faction carnivals.

## Sports Carnivals

### Carnivals

Students attend faction carnivals as part of the school day. Students and staff from Kondinin Primary School join as an additional faction.

### Volunteers

Due to our school's small size, the success of our sports carnivals relies upon the good-will of parents and community members to volunteer their time leading up to and on the day. Please let us know if you can support us by contacting the front office.



**Term 1 - Faction Swimming Carnival** – Held at the Hyden Swimming Pool for Pre-primary to Year 6 students.

**Term 2 - Faction Cross Country Carnival** – Held at the Hyden Golf Club for Pre-Primary to Year 6 students.

**Term 3 - Faction Athletics Carnival** – Held at the Hyden Oval (every third year in Kondinin) for Kindergarten to Year 6 students. If the carnival falls on a non-Kindergarten day, we will advise parents of a Kindergarten day swap during the week of the carnival.

### Interschool Sports Carnivals

Students who are top of their field for particular events are invited to participate in interschool carnivals where these include Hyden PS as a participating school.

More information about carnivals is shared with parents via Connect in the lead up to the event, including transport arrangements (if applicable).

## Parents & Citizens Association (P&C)

The objectives of a Parents and Citizens (P&C) Associations are to promote the interests of the school through:



1. cooperation between parents, teachers, students and members of the general community;
2. assisting in the provision of resources, facilities and amenities for the school or group of schools; and
3. the fostering of community interest in educational matters.

(Ref: WACOSS, 2023)

Our Hyden P&C has been instrumental to the fundraising of educational resources such as interactive whiteboards, speech pathology services, decodable reading books, Year 5/6 school camp, graduation activities, and other 'wish list' items for both the classroom and school grounds. They have also aided the school to install facilities such as the Nature Play Space. The P&C also manage our uniform shop.

Please consider joining the P&C, as many hands make light work, and everything you do contributes to your child's learning experience here at Hyden PS.

P&C meeting dates are shared via Connect each term.

For more information and membership form please visit our website.

## School Board

The school board plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and school's priorities reflect the needs of students.

The functions of the board are covered by legislation and include both approval and advisory roles including:

- Fees and charges
- Book lists
- Sponsorship
- Dress code

The composition of the Hyden School Board includes three staff members (including the principal), three parents, and up to two community members. Staff and parents are elected to the board for periods of up to three years.

For more information, visit our website or [www.education.wa.edu.au/school-councils-boards](http://www.education.wa.edu.au/school-councils-boards)