DUNSBOROUGH

PRIMARY SCHOOL

Together Everyone Achieves More

Parent Handbook

Our Contact Details

- Phone: 9781 3777
- Absentee SMS: 0408 959 467
- E-Mail: *Dunsborough.PS@education.wa.edu.au*
- Website*:* *www.dunsborough.wa.edu.au*

School Office Hours - 8.30am to 4.00pm

Updated: February 2025

SCHOOL MOTTO

Together Everyone Achieves More

Building a strong, positive working relationship between teachers and parents is regarded as a crucial prerequisite for children to reach their potential at Dunsborough Primary School

Hours of Instruction

• Class doors open	8.30am
• Learning Session One	8.50am to 10.50am
• Recess	10.50am to 11.20am
• Learning Session Two	11.20am to 1.20pm
• Lunch Break	1.20 pm – 1.50 pm
• Afternoon Learning Program	1.50pm to 3.05pm

Student Arrival/ Departure

- Students should not arrive at school before 8.30am and should leave as soon as possible after dismissal at 3.05pm, unless engaged in school approved and supervised activities and/or sport practice under the direction of an adult or teacher.
- If children arrive at school prior to 8.30am they must wait outside their classroom until 8.30am.

Costs and Contributions

Under the Education Act, primary schools can request a contribution from parents each year to help offset the costs incurred in providing each child with resources such as paper, art & craft materials etc., which are used in the daily delivery of the school's educational programs. Parents are asked to make a voluntary contribution of $60 per child annually.

In addition, the school's P&C Association asks all families for a voluntary contribution each year of $50 per child (to a maximum of $75 per family). This contribution assists the P&C in raising funds for approved projects and purchases for the school.

A schedule of Charges and Voluntary Contributions for the coming year is distributed each year in December indicating to parents all of the possible additional contributions and charges that could be requested in relation to the educational programs being planned for the following year. Spare copies of this schedule are available from the front office.

Attendance and Absences

- It is compulsory for children under the Education Act, to attend school from the time they commence Pre-Primary.
- Kindergarten enrolment is not compulsory. However, once a child is enrolled in Kindy, it is compulsory to attend.
- Parents are required to provide an explanation every time a child is absent or late for school.
- While family time is very valuable, it is important to stress that taking children out of school for family holidays reduces the amount of time available for learning and can be detrimental to their education.
- Absences can be submitted responding to the SMS or by calling the school office on 9781 3777.

The Importance of Everyday Attendance

- Every day at school matters.
- Patterns of punctuality and regular school attendance are developed at an early age.
- Children need to attend school regularly so they can take advantage of ALL the educational opportunities available.
- School enables children to build on their knowledge and skills each day, each week and each year.
- School helps children build confidence in areas such as communication, teamwork, organisation and social skills, and children who miss school may find it difficult to keep up friendships in the class.
- Consistently poor school attendance and lateness to class can affect children's educational progress.
- Good attitudes toward attendance that are well established will help prevent problems as children progress to secondary school.

Period of absence (Years 1-10)	Attendance rate	Equivalent school missed
Average of 5 days absent per term	90%	1 year
1 day per week	80%	2 years
2 days per week	60%	4 years
3 days per week	40%	6 years

Picking up Children During School Time

Parents who need to collect children during school hours must report to the school office to obtain a release slip. Because of duty of care obligations, teachers are instructed not to release children during school unless a release authority has been obtained from the school office.

Holidays During School Term

- As stated in the School Education Act 1999, it is expected all students should attend school for each day that it is open for instruction unless unwell and/or physically incapable of attending.
- Families wishing to take holidays during the school term are asked to email the school dunsborough.ps@education.wa.edu.au with the student's name, classroom and dates of absence. Along with a brief description outlining why they will not be attending.

School Communication

- Our Dunsborough Primary School website and Facebook page is helpful to keep up to date with school activities. Please like our Facebook page to keep you up to date.
- The school newsletter is emailed to parents 3 - 4 times a term.
- Email communication is important.
- Term Planners are provided to parents in paper and electronically at the start of each term.

Class Communication

- Email your classroom teacher.
- We keep up to date with some of the many things your child is doing, and families can keep in touch with their class teacher using the **Seesaw** App. Seesaw is a way of documenting the learning students are doing at school and requires an internet connection for families to access it. Each child gets their own journal, and we will periodically add entries to it, like photos, videos, drawings or notes.

Class Liaison Community and Class Liaison Officer (CLO)

Parents in every class, are invited to join a parent-based WhatsApp group. This can be a great way to ask any questions you have of other parents or organise a whole class social outing. Each class seeks a volunteer parent who is the Class Liaison Officer, and their main role is to communicate messages from the school to the parent group, organise a termly get together and attend one meeting with other CLO's and the Principal each term.

Keeping the School Up To Date

Many family situations can be fluid, with students staying across two households. For us to best support your child and keep you informed, please ensure you keep us up to date with the correct contact details.

Parent Concerns

Parents with any queries or concerns should contact the teacher directly in the first instance. Appointments with a member of the Executive Leadership Team can be arranged through the office if required.

Assemblies

- School assemblies are held on Thursday afternoons, most fortnights, commencing at 2.00pm.
- All Year 1 to 6 classes attend assemblies.
- At assemblies, class items are performed, presentations and announcements made. The school attempts to advise parents beforehand if their child will be the recipient of a student award.
- Parents are invited to attend all school assemblies.

Break Times

- Recess: Students sit and eat in their designated area, supervised by staff. Once they have finished, they go and play.
- Lunch: Students are supervised by their class teachers for 12 minutes while they eat their lunch before they are released to play. Some students may take longer to eat, however a balance of eating and movement is encouraged.
- Uneaten lunches are to be taken home.
- Chewing gum, bubble gum etc are banned and sweets, cool drinks and junk foods are discouraged.

Crunch n Sip

As part of our school's commitment to ensuring all students are given opportunities to maintain a healthy lifestyle, children are encouraged to sip water throughout the day in class from their own water bottle and eat pieces of fruit or vegetables for a healthy snack.

Giving children the opportunity to eat fruit and vegetables and drink water at school will hopefully develop regular healthy eating habits which will increase the likelihood of these habits being followed through at home.

- ## Canteen

  Dunsborough has a full-time canteen which supplies an excellent range of healthy, nutritious lunches for our students. Parents can place orders online through the **Spriggy Schools app** www.spriggyschools.com.au. All online orders need to be or completed by 8:25am.

- Orders can also be submitted on lunch bags which are taken to the canteen before school. The canteen accepts cash or card payments.
- The canteen is open at recess and lunch for over the counter sales.
- Parents can also support the school by volunteering to help in the canteen.

School Reports

The school reports student achievement to parents through a variety of formal and informal approaches, including reports which are emailed to families at the end of each semester.

Homework

Most students will have some from of homework which can vary from year group. Most classes will have reading as set homework, and we strongly encourage parents to support their child's development by ensuring this regularly occurs. More information is shared at the beginning of each year by your child's classroom teacher.

Buddies

A fantastic whole school program where all classes are 'buddied' up with a lower or higher year group. For example, a Kindy class with Year 6. Classes meet during the term to engage in activities that compliment both year groups learning intentions and foster relationships with children throughout the Dunsborough school community.

School Uniform

Dunsborough Primary School uniforms can be purchased through the **Uniform Concepts Super Store** in Busselton. They sell all items of the school uniform. Their address is 33 Bussell Hwy, Busselton. Ph: 9270 4663. They also provide an online ordering service at www.nellgray.com.au

- Plain items in the designated school colours may also be purchased from any clothing or department store. Students whose families may experience financial difficulties purchasing a uniform should contact the front office to discuss support.
- Parent support to encourage their child/children to fully support the dress code at all times is greatly appreciated.

Dress Code and Personal Appearance

Dunsborough Primary School has a dress code for all primary students attending the school. We believe that the school dress code:

- Fosters and enhances the public image of the school.
- Assists in building school and team spirit.
- Ensures students are safely dressed for specific school activities.

Requirements:

- All items clearly named.
- Navy with School logo polo t-shirt.
- Navy shorts, skorts and skirts (All worn at a modest length).
- Navy School windcheaters and zip jackets with school logo.
- Navy track pants or navy blue waisted straight leg pants.
- Appropriate footwear e.g. Joggers, shoes, strapped flat sandals.
- Faction coloured polo T-shirts with collars and sport shorts or skirts may be worn for physical education and sports carnivals, navy bloomers or sports briefs to be worn under sports skirts/shorts.
- Only approved sun smart school hats to be worn. Hats must be kept free of graffiti.
- Hair past the shoulder, or across the face needs to be tied up for health and safety reasons.
- Students with earrings should only have studded earrings for safety reasons.

Please note, students are **NOT** to wear:

- Thongs, crocs, boots (Ugg-boots, gumboots)
- Navy bloomers or shorts that are too short.
- Hair past the shoulder untied.
- Make up and loose jewellery.

Sun Smart School

Dunsborough Primary is a registered SUN SMART School. All children are expected to wear the school's bucket or wide brimmed hat when playing outside in the sun all year round except for June & July. June & July have been declared optional times as these are the only months in the Dunsborough area where the UV index is less than 3. The school enforces a **"No Hat, play in the shade"** policy.

Toys

Students are not allowed to bring toys to school. Sensory tools used by some children should be a part of the child's individual documented plan and approved by the classroom teacher or Student Services team.

Mobile Devices

- Students are not allowed to have or use a mobile phone or smart watch during school times.
- If a child has a mobile device, it must be switched off or on Flight mode during the day. The class teacher or one of the office staff can look after their phone during the day if required.
- The school accepts no responsibility for any theft and/or damage to a mobile phone or smart watch.
- Mobile phones and smart watches may be confiscated from students if used during the school day.

Internet Usage

General Access and Use - The key guideline to be employed to ensure children are not exposed to unacceptable or offensive material via the internet is:

- Students are only allowed to access online material while under the supervision or the specific direction of a teacher.
- The school's policy is that children are not permitted to do any "open surfing" of the internet or use any social communication platform whilst at school.
- The Education Department, as well as the school, uses a software program to filter all traffic.
- Students and Parents must sign an "Student Acceptable Use Agreement" before children can have access to online material at school. Often this occurs on enrolment.

BYO IPAD Program

Dunsborough Primary School operates a voluntary Bring Your Own iPad program for students in Years 3 to 6. This program is supported by a comprehensive set of guidelines and recommendations regarding appropriate classroom use, model selections and ancillary requirements. The key point to note is this is a voluntary program. Students who do not have their own personal BYO iPad will not be left behind as the school owns iPads that can be shared between classrooms. Details regarding this program are detailed on the school's website.

Library

Children are encouraged to borrow books and return them in a good condition. Parents can assist by:

- Providing a large waterproof bag for the safe transport of books to and from school. Library bags may be purchased from the uniform shop.
- Ensuring all books are cared for at home.
- Encouraging children to return books by the due date.

Parents are responsible for lost or damaged books and will be charged accordingly. The replacement cost of lost or damaged books is to be fully reimbursed before any further borrowing takes place.

Swimming Lessons

- Each year the Department of Education makes in-term swimming lessons available for children in years 1 to 6. Lessons are at the beach in Old Dunsborough in term 1.
- All students are expected to participate in these lessons as they are one part of the primary school curriculum and particularly important in our geographic location. There is no charge for Interm Swimming Lessons.

Positive Behaviour Expectations

Dunsborough Primary School aims to maintain a safe, supportive environment to ensure all students develop an ability to work co-operatively and respect the rights of others. We implement a whole school positive behaviour model for teaching our shared behaviour expectations to students. The purpose is to teach social skills and foster a positive attitude towards learning. We continue to promote a positive school culture which is consistent and based on a common language, used by all.

Incidents of misbehaviour are managed by all staff. We inform parents when their children are involved in incidents of misbehaviour.

Student Health Care

Staff, in conjunction with parents are responsible for managing identified health care needs of students. This is normally achieved through the development of a Student Health Care Plan, in conjunction with parents/caregivers, which clearly details the actions, procedures the school will take to assist and manage a student with a medical condition. Plans are reviewed and updated annually or as needed.

Allergies and Anaphylaxis

Some students have allergies and anaphylaxis to food and environmental items. The school implements an Approach to Anaphylaxis Plan, and we work with the necessary families as required. We ask that all parents are aware and support the safety of students by ensuring:

- All student lunch boxes, and water bottles are clearly labelled with the student's name.
- Students do not share food or drink with other students.
- Communicating in advance with the classroom teacher, should you intend to bring in items for a student birthday.
- Consider single serve items such as Freddo Frogs, where the ingredients are on the packet and are known.
- Discuss with your child the reason why some kids are allergic to items and to support them.

Infectious Diseases

These notes are extracted from the booklet on "Communicable and Infectious Diseases" published by the Public Health Department of W.A.

- Chicken Pox: Exclude from School until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.
- Conjunctivitis: Child to be excluded from school until the discharge from the eye(s) has ceased.
- Glandular Fever: Exclusion is not necessary.
- Impetigo: (School Sores) exclude the child from school until effective treatment has been undertaken. Seek medical advice.
- Measles: There are now new regulations for Measles. If children are not immunized and a case of measles is reported at school – those children not immunized are to be excluded for 13 days from the onset of the last known contact.
- Mumps: Exclude child from school for a least 9 days after onset of symptoms.
- Pediculosis (Nits or eggs of head Louse): Exclude from school until hair has been treated with lotion from the chemist and all the eggs are removed from the hair. This is a recurring and common problem to which no stigma should be attached at the home level. Treatment is simple and immediately effective. The occasional checks at school have only a temporary value.
- Ringworms: Exclude the child from school until the day after treatment has commenced.
- Rubella: Exclude the child from school. Re-admit on recovery or 4 days after onset of rash.
- Scarlet Fever: Exclude from school unless receiving medical treatment.
- Whooping Cough: Exclude child from school for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Student Medication

Occasionally, parents send medicines to school for teachers to administer to students. Before any medication can be administered parents need to fill in the necessary paperwork, so the school is aware of dosage, timing etc. This can be found on our website or the front office.

Dental Service

Annual checks on teeth are conducted at this school by staff of the School Dental Mobile Clinic, which visits our school for an extended period each year. Parents are notified if treatment is needed. Appointments can be made direct with the dental van on 0417 269 232. Enquiries can be made by email to busseltonmobile@dental.health.wa.gov.au

Dogs and Other Pets

Parents and students are not permitted to bring dogs onto the school grounds. Some staff and students may be allergic or have genuine fears.

Parent/ Grandparent Involvement

- Parent helpers are encouraged at different times in the year in the classroom. This is initiated by each classroom teacher. We also welcome grandparents; however, grandparents must hold a current working with children card to help out.
- The canteen requires help and each class is on a roster for one week each year, initiated by the P&C.

School Busy Bee

We aim to hold a busy bee once per school term and welcome any parents / friends of the school to join us for a few hours on a designated morning to work together to improve our school grounds. A great way to get involved and meet other families.

Parents and Citizens (P & C) Association

Meetings are held twice a term. All parents are encouraged to attend and to be involved. Attendance does not require you to put your hand up for anything!

Out of Hours School Care (OSHC)

A company called TheirCare who operate from Room 26 and provide before school after school and vacation care. For more information, please contact TheirCare on 1300 072 410 or go to theircare.com.au

Road Safety

- Afternoon pick up time is a time of congestion i.e. cars, bicycles, school buses and pedestrians.
- The bus bay is located at the front of the school on Turner Street. The bus zone must be kept clear from 7.30am to 9am and 2.30pm to 4pm.

Kiss & Drop Area

A Kiss 'n' Drop area has been set up in Bird Crescent. This is supervised every afternoon from 3.05pm–3.20pm. Parents who pick their child/children up in a vehicle are encouraged to use this service appropriately:

- **Kiss and Drop** is a **no stopping/ parking** zone – from 7.30am – 9.00am and from 2.30 – 4.00pm.
- If your child needs assistance with **buckling in**, you should not use the Kiss and Drop and park in the top carpark instead.
- After school the Kiss and Drop Zone is a **line of movement**, drive in, pick up waiting child/ren, drive out.
- **IF YOUR CHILD IS NOT THERE**, please do a lap of the block and then re-enter the line.
- Kiss and Drop operates between 3.05pm – 3.20pm each day.
- If you are parking in the **top car park,** please use the safe **zebra crossings** provided.
- Please do not park on the verges in school carparks.

School Buses

Three rural bus services and a town bus service, transport children to and from school. These services are:

- Public Transport Authority School Bus Service (Orange Buses) Rural areas are serviced by three orange bus services. You are required to apply and be approved to use the rural bus service. This can be done online at www.schoolbuses.wa.gov.au or contact School Bus Service via email at Schoolbus@pta.wa.gov.au or ring (08) 9326 2784
- SWAN Transit- Town Bus Services. Please ring Swan Transit on 136213 for information regarding town bus routes, pick up and drop off points and times or come and see the front office.

School Map

Our Contact Details

- Phone: 9781 3777
- Absentee SMS: 0408 959 467
- E-Mail: *Dunsborough.PS@education.wa.edu.au*
- Website*:* *www.dunsborough.wa.edu.au*

School Office Hours - 8.30am to 4.00pm