



I-25 Feilman Drive LEDA WA 6170
Phone: (08) 9414 2040

Email: Leda.ps@education.wa.edu.au

PRINCIPAL:

Mrs Sarah Hill

DEPUTY PRINCIPALS:

Mrs Jodie Williams
Mrs Mairi Millson
Ms Samantha Mason

**MANAGER CORPORATE
SERVICES:**

Mrs Haylee Shaw

**CORPORATE SERVICES
OFFICERS:**

Mrs Julie Moate
Mrs Mindi Abeysinghe

OFFICE HOURS:

8.00am – 3.30pm

Vision Statement

A collaborative Community where all are valued, supported and challenged to achieve success.

Administration



OFFICE HOURS 8.00am until 3.30pm

ENROLMENT APPLICATION PROCESS

When each child is enrolled at the school an application for enrolment is filled in by the child's parent or guardian. Enrolment forms must be accompanied by the student's birth certificate/ extract/passport/visa and immunisation details. Proof of address (gas or electric bill) is also required. Failure to provide the correct documentation may delay the enrolment process.

It is essential that all the information on the enrolment forms be accurate and current. If this information is found to be misleading or false, this could lead to the cancellation of the enrolment.

FAMILY COURT ORDERS: Access / Custody

If there are any concerns or issues in relation to access please let us know. If custody restrictions apply to your child/ren please provide a copy of the documents.

SCHOOL TIMES

- First siren 8.30am
- Morning break /Lunch 10.48am -11.08am / 11.08 – 11.25am
- Afternoon break 1.13pm -1.36pm
- School closes 2.30pm

LATE ARRIVALS: Students arriving at school after 8.40am must enter through the main gate and report to the office to collect a 'late slip' to take to their teacher.

SCHOOL STARTING TIME

Parents are requested not to send their children to school prior to 8.10 a.m. as adequate supervision cannot be guaranteed prior to this time.

VOLUNTARY CONTRIBUTIONS

These contributions are used to purchase a variety of essential school materials including texts, discs, resources and many other resources to enrich your children's education. A receipt will be issued from the office. Payments can be made by cash, EFTPOS or using the mobile app QKR.

\$50 per child

Parents are asked to make this payment as early in the school year as possible.

A reminder text message via our computerised message system will be sent to ALL families in the middle of each month. A statement will be issued to families with outstanding amounts at the end of each month.

General Information

ABSENCES FROM SCHOOL

To comply with the 'School Education Act 1999' all children should attend school unless sick. A written explanation is required for each and every absence from school. When a child is absent from school for any reason, parents are asked to send a note stating the reasons for the absence, when the child returns to school.

Leda PS has an automated SMS program which is linked directly to our student database called Compass which will send an SMS at 9.30am when it recognises a student is absent. Parents have the option to respond via text from their mobile phone and/or send advance absence notification via text which links directly to our database program or call the school on 9414 2040 or via email: leda.ps.@education.wa.edu or visit the school in person.

ANIMALS ARE NOT PERMITTED ON SCHOOL GROUNDS

Parents are advised that you cannot bring any animal onto school premises without permission of the Principal. "Animals, including pets, are not allowed on school grounds unless they are part of an organised school event, or are an authorised assistance animal."

Please do NOT bring your dog onto school grounds when dropping off or collecting your children, whether on a leash or not, nor tie them up to the school gates/entrance ways. Please make every effort to avoid family pets following children to school.

ASSEMBLIES

Assemblies (usually held every second Friday) commence at 8.40 a.m. and involve a class item. Honour Certificates and Specialist Awards are presented at the assembly. The assemblies are hosted by the presenting class and are held in the undercover area and are usually completed by 9.30am.

Please check the school website to confirm dates.

BEHAVIOUR MANAGEMENT / DISCIPLINE POLICY

All families are provided with a copy of the Behaviour Policy each year and all teachers explain and reinforce behaviour expectations regularly.

We expect, as per our Behaviour Policy and Code of Conduct Policy, good manners and care for others must be shown by everyone. Please carefully read the School Behaviour Management/Discipline Pamphlet in this package thoroughly. The school participates in the Positive Behaviour Schools (PBS) Program. Our behaviour expectations are Respect, Responsibility and Self-Control.

ORGANISATION FOR THE CHILDREN

Notes to children-

- Siren means be lined up and ready to enter school.
- No one leaves the school grounds without written permission.
- No one may be in a classroom unless a teacher is present.
- At all recesses, see the teacher on duty about any problems.
- The car parks are out of bounds.
- Chewing gum is banned.
- Shoes must be worn at all times.
- Children are asked not to be at school before 8.10 a.m.
- Children must wear a hat whilst outdoors at all times. If they don't have a hat they will be asked to sit in the shade.

BICYCLE AND SCOOTER USE

It is the law that all cyclists should wear protective helmets to prevent serious head injuries.

School staff can accept no responsibility for bicycles ridden to school. Parents are advised to provide children with chains and locks, and some form of bicycle identification. Bicycles are parked in the bike enclosure which is locked by the councillors daily. The key is kept in the office for parents who need to get bikes out early.

Children riding bikes must dismount before crossing under the Crosswalk Attendant's control. Students are required to walk bikes onto and from the school grounds. The road behaviour of many students is alarming.

Parents are asked to ensure that their children ride in a disciplined manner. This remains the responsibility of parents at all times. Parents are strongly urged to accept Bike West Council recommendations and not allow children in Years One, Two or Three to ride bikes to school unaccompanied. When students do not comply with rules, they may be asked not to bring bikes onto school premises for some period.

No skateboards or scooters are to be used in the school grounds.

BIRTHDAY CAKES / TREATS

Cupcakes, birthday cakes and food items are not permitted as treats at school for the ongoing safety of our anaphylaxis students and possible allergens to our wider school community. Stickers or novelty toys would perhaps be a more student friendly option.

We do our best to be an allergy aware school. We do ask parents to consider and minimise the risk to all our school community by excluding potential food allergens eg. Nutella or peanut butter/paste in lunch boxes.

CANTEEN

Leda PS does not operate a canteen.

Parents are encouraged to send their students with a healthy lunch according to the Federal Governments Traffic Light Program as described below:

- GREEN products are an everyday choice. They are healthy, nutritious and important in growth and development. This group of foods include such choices as Fruit, Fruit Juice, Rolls, Salads, Sandwiches, water, wraps etc.
- AMBER items can be included but are not an everyday choice. The products are slightly higher in sugar/salt but still offer a lower fat option. This group of foods include such choices as milk, pasta, yoghurts, pies, sausage rolls etc.
- RED products are not encouraged. These are foods that provide higher levels of fats / sugars / salts which are not recommended for children. This group of foods include such choices as bars, cakes, chips, slices, sweets/lollies etc.

COMMUNICABLE DISEASES

It would be difficult to list details of all school communicable disease requirements. Parents are asked to phone the Administration or seek medical advice if there is any doubt about a child attending whilst suffering from any complaint that can be passed to other students.

CONNECT

Connect is a Department of Education tool for classroom communication between parents and teachers. Connect is used for: Classroom notices, news, school events, whole school communication, messages between teachers and parents, assessments and reports.

Every parent will be issued with a username and password. Log on to Connect at connect.det.wa.edu.au to communicate easily with teachers, stay informed about school activities and events, securely access your child's learning assessments and engage in your child's learning anytime, anywhere and on any device.

EXCURSIONS AND INCURSIONS

Teachers endeavour to plan these throughout the year to fit in with an educational program they have in place in the classroom. We try to limit excursions to one per term as with incursions to minimise costs.

Attendance at extra curricula activities is not a right and students must maintain good standing to participate.

GRADUATION / LEAVERS

Year Six students will be involved in a Leavers Ceremony held in December to acknowledge students time at Leda Primary School. The day consists of an award ceremony in the morning followed by a short morning tea for parents before students depart for a fun activity to finish the day.

HEAD LICE

Pediculosis (head lice) occasionally infects pupils' hair. This is not a reflection on the child or family. If a child is identified as having 'live' head lice parents will be contacted to come and collect them so they can be taken home for treatment. The parents must apply the treatment - the responsibility for the eradication of nits does lie with parents. Where several cases are identified notification will be sent to class parents.

HOMEWORK - SCHOOL POLICY

Parents are asked to encourage all students to read each week night.

- ❖ Junior Primary: students read aloud to parents and record the time spent reading with parent.
- ❖ Middle/Upper students: students continue to read independently. Parents are asked to monitor this reading, and ensure that it is done well. Students should be motivated to become keen readers by parents taking an interest in the material their children read, and discussing the stories with them. One of the most vital ways to assist your child is to make him/her an efficient, habitual reader. Those who do not read readily and easily are heavily handicapped at high school level. Even mathematics requires a high level of reading comprehension skills.
- ❖ Teachers may regularly allocate additional homework for students in upper years. The purpose of this is to create study habits. Parents are asked to supervise this and provide a quiet study environment, ideally away from television and other distractions. The necessity for children to develop sound study habits in preparation for School cannot be too highly stressed.

LEAVING SCHOOL GROUNDS

On no account are children allowed to leave the school grounds, during school hours, without a written request from parents, or parents in person collecting the child after contact with the office.

In the interests of safety and supervision, we would ask that parents keep requests of this nature to an absolute minimum.

Under extraordinary circumstances, children who need to leave school unaccompanied by a parent must have a signed 'Leave Pass' available from the office.

LUNCH

- Food and drinks are to be consumed in the lunch areas and rubbish placed in bins before children leave.
- Junior teachers check the children's lunch boxes before the children are permitted to place rubbish in the bin.
- Children are asked to sit quietly and have their lunch until the siren to return to class.
- All eating/drinking must be carried out sitting down, in designated areas.
- Children may also be asked to pick up rubbish using tongs and buckets as part of our 'Incentive System'.

MEDICATIONS AT SCHOOL - SCHOOL POLICY

From time to time, parents request that children be given medication at school. Generally speaking, if children are sick enough to require medication, then they probably should not be at school.

Teachers are not legally qualified to administer medications. If your child does need to take medication during school hours, the following documents must be completed:

- Student Health Summary Form and an
- Administration of Medication Plan must be completed even if the child is able to administer their own medicine. These may require written instruction(s) from your doctor.
- These forms can be obtained from the front office.

MEDICAL - STUDENT INJURIES / ACCIDENT INSURANCE

The Department does not provide personal accident insurance for students while they are at school.

Parents/guardians may obtain personal accident insurance for their child from a private insurer of their choice.

The Department or schools do not broker personal accident insurance for students or any other person.

MEDICAL EMERGENCIES

In the event of a medical emergency and staff are unable to make contact with you or your emergency contacts then an ambulance will be called to take your child directly to hospital if necessary.

Meeting the Cost of the Ambulance Service

The Student Health Care Summary which is completed by all parents at enrolment indicates that parents are expected to meet the cost of an ambulance in an emergency. The current cost for an urgent ambulance trip to hospital is approximately:

\$949.00

Cancellation of an ambulance call out by the parents

When a parent is contacted, they may request cancellation of the ambulance and advise that they will transport the student. The school has a duty of care for the students and arrangements for transport by ambulance will proceed. An ambulance will not be cancelled until the parent arrives and the student is handed into their care.

Ambulance Only Cover

If you have private health insurance, the cost of the ambulance may be covered under your policy.

Ambulance only insurance is offered by a number of private health insurance companies for a yearly fee. It is highly recommended that you investigate your options for Ambulance Cover, especially while your children are at school, to avoid receiving an unexpected bill in the case of an emergency.

MOBILE PHONES

Students bringing a mobile phone to school must hand them into the office at the start of the school day and can be collected at the end of the day. Phones are kept in a secure place during the day by the office staff.

PARENT PARTICIPATION

The school values the partnership of staff, students and parent/caregivers working together to provide a quality education for our students. The school encourages a high level of parent participation and are able to take an active part and feel part of the educational team.

Parents at Leda Primary School can help the school in many ways. Some examples of this are:

- * Helping on excursions
- * P & C
- * Going on camps
- * School Board
- * Being actively involved in classroom learning activities

PARENTS' AND CITIZENS ASSOCIATION

Leda Primary School has a P & C Association that has provided many school facilities and given great support to the school staff. New members are always welcome at meetings. This is an opportunity for you to contribute and participate in the activities and development of the school.

PARENT - TEACHER INTERVIEWS

We are anxious to maintain a high degree of communication with parents, who are advised to seek clarification of day to day issues to avoid misunderstandings.

Parents are encouraged to make appointments to discuss their child's progress. Please contact your child's teacher or the office to arrange a mutually convenient interview time.

PAYMENTS

The preferred method of payment to the school is thru the QKR app. EFT is available for transactions over \$10. Any cash payments must be handed to the front office.

PHYSICAL EDUCATION AND SPORT

Sport is held each week for middle and upper school students. All children take part in a P.E. lesson once a week. A note must be supplied if children cannot participate.

Children are strongly encouraged to wear correct school sporting uniform / appropriate footwear on all sports days.

In-term swimming classes are held at the Kwinana Recquatic Centre over a two-week period. Children are encouraged to attend. Parents are notified when swimming is scheduled.

SCHOOL BOARD

Representatives of the school staff, parents and the community join together to review school Business Planning and promote the school in the community. This group meets once per term and is called the School Board.

SCHOOL RULES

In the interests of the school community, it is important that parents, teachers and students work together to ensure high standards of behaviour.

This school will make an earnest effort to demand high standards of its students behaviour. Parents are asked to support this effort, and to keep in contact with their child's class teacher whenever they feel it is necessary.

SCHOOL UNIFORMS

All students should wear the school uniform as per the School Uniform and Dress Policy. It is felt that the wearing of a uniform helps to enhance school pride and tradition as well as contributing to discipline. Parent support for wearing of uniforms is essential and is appreciated.

The following are specifically banned from school for various reasons, mostly safety, modesty and restriction of movement:

- T-shirts with offensive slogans
- Dangling earrings or excessive jewellery
- Thongs
- Tank tops or similar scanty clothing

Children are required, for safety, to wear suitable shoes at all times.

School uniforms are available for sale from LOWES located at Rockingham City Shopping Centre in Rockingham. LOWES are open 7 days week.

School hats can only be purchased from the front office by cash or EFTPOS or via the QKR app.

NO SMOKING IN SCHOOLS

Parents are advised that no smoking is permitted within any Government school grounds or Department of Education building. This directive from the Department of Education recognises its obligations under the Occupational Health, Safety and Welfare Act, 1987. We request your co-operation in this regard.

STUDENT COUNCILLORS

We have student councillors in the school elected by teachers and students. A number of students from Year Six are elected each year to represent their fellow students. The councillors will meet on a monthly basis and perform some very important functions around the school, e.g. hosting assemblies, escorting guests and fundraising activities. A senior teacher 'mentors' the Student Councillors. Elected students also participate in a Leadership skill building session.

STUDENT REPORTS

Two formal reports are provided to parents – one at the end of Semester One and the other at the end of Semester Two.

WHAT'S ON

The school has a website: www.ledaps.wa.edu.au where parents can check for information accessing recent news/calendar of events. Check for us on Facebook.

VALUABLES

No responsibility can be taken by the school for the protection from damage or theft of personal items such as radios, games, toys or jewellery which children may bring to school. For this reason, parents are asked not to allow children to bring valuables to school.