

# PARENT HANDBOOK

## PANNAWONICA SCHOOL



PANNAWONICA  
SCHOOL

*Here we build the future*

1 SPORTS WAY, PANNAWONICA WA 6716  
PH:08 9134 9400

Revised January 2023

Welcome to Pannawonica School.

The principal and staff look forward to a long and happy association with you and your family, ensuring that your child's time here will be both enjoyable and rewarding.

This handbook will outline general information regarding the learning program for students attending Pannawonica School.

### School Motto, Vision and Purpose

#### Our Motto

**"HERE WE BUILD THE FUTURE"**

#### Our Vision

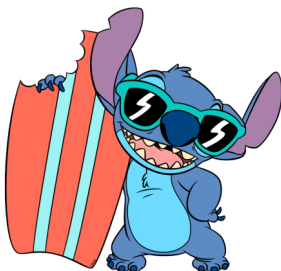
Our Vision for our school is Ohana.

#### Our Purpose

At Pannawonica School, our Purpose is to make sure that our students, our staff, our parents/caregivers, and our community members do not get left behind or forgotten, socially, emotionally, physically, academically, culturally.

#### Our Priority Areas

At Pannawonica School, we have also identified four priority areas of focus for our school over the course of our Business Plan 2023 to 2025. These four areas are:



**Academic**  
**Social & Emotional**  
**Physical**  
**Cultural**



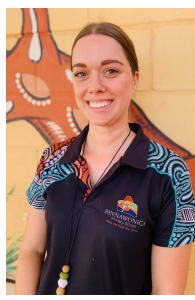




**Annette Hansen**  
Principal



**Lena Marsh**  
Deputy Principal -  
ECE



**Nicole Ratcliffe**  
Deputy Principal  
- Primary



**Kylie Warburton**  
Deputy Principal -  
Secondary



**Samantha Sylva**  
Manager  
Corporate  
Services



**Jacinta Eyre**  
School Officer



**Selima Telfer**  
School Officer  
&  
Library Officer



**Hollie Desmond**  
Public Relations  
Officer



**Stacy Rutherford**  
Student Support  
Officer



**Talitha Martin**  
Chaplain

**Jessica Butler**

**Nicholas Sylva**  
ICT Support



**Rebecca Sullivan**  
School  
Psychologist

**Jeab Fitzgerald**  
Cleaner  
&  
Gardener

**Greg Smith**  
Gardener



**Kanjana  
Chooklin**  
Cleaner

**Charlotte Hussey**  
Cleaner



"OHANA means **family** and family means that nobody gets left behind or forgotten.

At Pannawonica School, we are a family and we make sure that, nobody, students, staff, parents/caregivers, or community members get left behind or forgotten,

*socially, emotionally, physically,  
academically, culturally."*



**Rachael Turner**  
Teacher Kindy

**Louise Blackmore**  
Teacher  
Pre Primary

**Carissa Russell**  
Teacher Year 1

**Maddison Brophy**  
Teacher Year 2

**Carolyn Garrett**  
Teacher Year 3

**Claire Mann**  
Teacher Year 3

**Gillian Smith**  
Teacher Year 4

**Alyce Cross**  
Teacher Year 5-6

**Shannon Martin**  
Teacher  
Secondary

**Kylie Warburton**  
Teacher  
Secondary

**Gareth James**  
Teacher  
Secondary

**Shaune Hillier**  
Teacher  
Secondary

**Mary Breedon**

Education Assistant  
Kindy

**Jessica Butler**

Education Assistant  
Pre Primary

**Leanne Harborne**

Education Assistant  
Pre Primary

**Lara Rahman**

Education Assistant  
Special Needs

**Sam Evans**

Education Assistant  
Special Needs

**Heidi Hilzinger**

Education Assistant  
Special Needs

**Chelsea Rowe**

Education Assistant  
Special Needs

Be Responsible,  
Be Respectful,  
Be Resilient,  
Be your Best!



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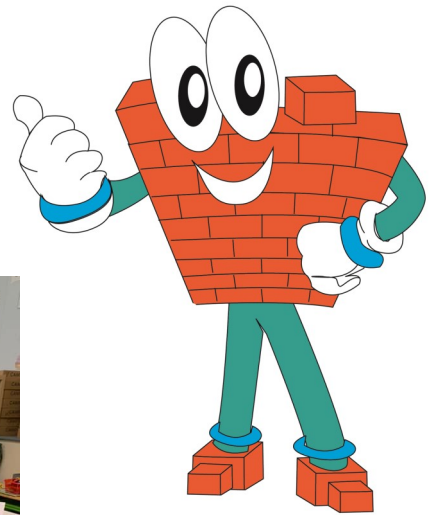
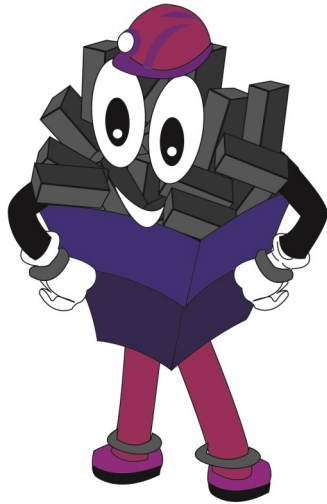




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# ACADEMIC



## ACADEMIC EXTENSION

At Pannawonica School, we provide one academic extension class each term for our Year 5/6 students. Each term the students selected will participate in one of the following; Writing, Maths, Technologies and Science. The students are selected by the classroom teacher in consultation with the Deputy Principal, and a note will be sent home to parents if your child has been selected for any of these classes.

## ART

At Pannawonica School, students from Year 1 to Year 10 take part in specialist Art lessons each week in our purpose built Art Building. Each year, the Arts are celebrated extensively during our annual Arts Night which generally takes place midway through the year.

## ATTENDANCE

Please take the time to read the attached attendance information in this booklet. Attendance of a student is mandated by the Education Act 1999, that attendance at school between the ages of 6 and 15 is compulsory. Children must attend school on a daily basis unless special dispensation is given by the school for children not to attend (**eg. Staff School Development Days, Public Holidays**). Any absence from school is recorded by the class teacher and **MUST** be explained by a note, message to the teacher through Seesaw, SMS text, e-mail, phone call to the office, or verbally from parents/caregivers within three (3) working days.

**School email:** Pannawonica.ps@education.wa.edu.au

**School Office Phone Number:** (08) 9134 9100

If your child is marked as absent and you have not yet communicated with the school, you will receive an SMS text to advise of the absence. Please note that you can reply to the text to advise the school of the reason for your child's absence—these messages are checked and sent out twice a day.

Children who are late for class are required to present themselves to the office first before attending class. Students who are late will be marked in as late with the time they attend school. The total half-day absences for each child will be recorded on their report each semester. Parents are asked to check this tally each time a report is issued as daily absences impact your child's overall learning.

During school hours the children are strictly under the responsibility and care of the school staff. No child is permitted to leave the school grounds without prior approval of the parents or knowledge of the school administration. Children leaving school grounds **must** be signed out from the front office by the parent/caregiver.

Please insist that your child arrives at school on time. Late comers interrupt class activity, and some get very upset at being late. We earnestly seek your help to ensure a prompt start to the school day.

## LOTE

Students at Pannawonica School take part in weekly lessons in Language other than English from Year 3 to Year 7. As per the instruction from the School Curriculum and Standards Authority, Languages has become a mandatory subject beginning with Year 3.

## HOME READING

Students from Pre-Primary to Year 6 will be given home readers as part of their homework requirement each week. Home readers are carefully matched to students independent reading level and are generally swapped twice a week. Students are required to read their home reader several times. This is an important aspect of developing fluency. As students progress beyond the home reader stage, they are supported to select their own texts, either from home, the local library, or school library.



## INTERVENTION

As a school, we understand and value the importance of early intervention and as such, the school self-funds a number of Intervention Programs for our students including: Speech and Occupational Therapy, Mini Lit, Reading Tutor and Maths.

## KINDY AND PRE PRIMARY TRANSITION

A transition to Pre-Primary and Year 1 program operates for our Kindy and Pre-Primary students during Term 4. Designed to ensure a smooth start for the following school year, the Kindy students attend the Pre-Primary class for the day. The Pre-Primary students attend the Year 1 class for the day. Our students will play in the Early Childhood Playground during recess and lunch. The students will engage in lessons with the Pre-Primary and the Year 1 teacher. Information about Kindy and Pre-Primary Transition will be forwarded to Parents/Caregivers in Term 4.

## LIBRARY

Our school library is a well stocked library which students and teachers utilise on a weekly basis with their class. Each room has an allocated day to visit the library to borrow books. We ask that the parents/caregivers supply a library bag for your child to keep books in good condition for when they go home. You can purchase a library bag from the P&C Uniform Shop or the Front Office.

Kindy to Room 4 classes are able to borrow 1 book per week, Room 5, and High School classes are able to borrow 2 books per week. These will need to be returned every week on your child's selected library day for changing.

Overdue notes are sent home twice a term. If you have lost or damaged a book we ask you to contact the Front Office. All books are to be returned at the end of each term with no more loans until the new term begins.

We open the library at lunch times for the children to utilise and engage in games, Lego, reading, and just to have a breather from the summer heat.

The P&C hold two annual pop-up book shops/ book fairs for all families to attend, and a book fair parade which is held during the year, where children get to dress up as their favourite book/character.

## PHONICS

At Pannawonica School, we focus on the explicit teaching of phonics through the Initial-Lit Program. Throughout the year we hold a parent/caregiver workshop. Parents/Caregivers are highly encouraged to engage in the workshop to learn more about phonics, and the impact this has on their child's learning. Phonics is typically a focus from Pre-Primary to Year 2.

## PHONOLOGICAL AWARENESS

At Pannawonica School, we focus on the explicit teaching of phonological awareness through the Pre Lit program. Throughout the year, we hold a parent/caregiver workshop. Parents/Caregivers are highly encouraged to engage in the workshop to learn more about phonics, and the impact this has on their child's learning. Phonological Awareness is typically a focus in Kindy & Pre-Primary.

## PHYSICAL EDUCATION

All students from Year 1 to Year 10 are involved in receiving instruction from a Physical Education specialist. Fundamental movement skills, ball skills, and minor games are all included in the Physical Education program. Once a week students from Year 1 - 6 engage in Whole School Sport on a Friday morning.

## STEM

STEM refers to open-ended projects which integrate the areas of Science, Technology, Engineering, Mathematics, Critical and Creative Thinking, ICT Skills, and Cooperative Skills. At Pannawonica School, all students from Kindy to Year 10 engage in STEM based learning opportunities with their classroom teacher on a regular basis. The focus of these lessons is to develop the aforementioned skills which are seen as critical for success in the future workforce.

## TALK 4 WRITING

As a Talk 4 Writing School, we utilise a consistent approach from Kindy to Year 6 to the explicit teaching of Writing following the Talk 4 Writing method. More information about this approach can be found at: <http://www.talk4writing.co.uk/>

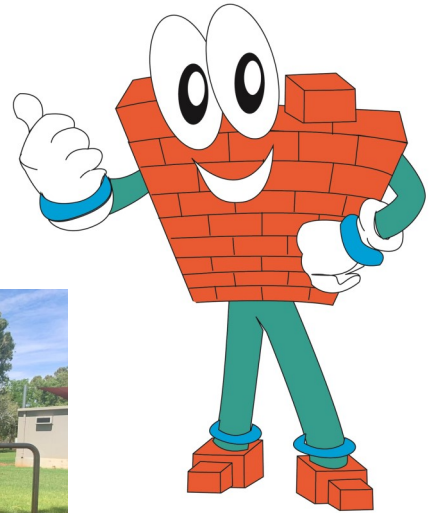
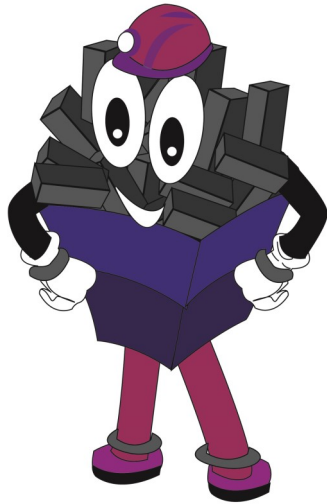
## TOP TEN - MATHS

Our school utilises a consistent approach with Numicon in Kindy, and from Pre Primary to Year 6 to the explicit teaching of Maths following the Top Ten Maths method. More information about these approach's can be found at: <https://www.oup.com.au/primary/mathematics/numicon> and <https://www.toptenresources.com/>

## TRANSITION TO KINDY

At Pannawonica School we highly value Early Childhood Education. We offer a rich program to all of our young upcoming students in Term 4 each year. This program sees students who are enrolled to attend Kindy the following year, engage in meaningful activities onsite, in our Kindy room, once a fortnight prior to commencing Kindy. The focus of these sessions is to develop social skills, build strong relationships, and to promote important pre-literacy and pre-numeracy skills through play. Information about the Program is forwarded to parents/caregivers at the end of Term 3 each year.





# SOCIAL, EMOTIONAL, PHYSICAL & CULTURAL WELLBEING





# BEHAVIOUR MANAGEMENT

The school is responsible for the creation and maintenance of a safe and positive learning environment and have developed effective processes to effectively manage student behaviour.

The approaches used at Pannawonica School:

- Are preventative in nature
- Promote positive behaviour, student wellbeing, and the development of self discipline
- Focus on early intervention
- Outline procedures for the management of ongoing or serious misbehaviour

Managing student behaviour is encompassed in the teaching and learning process. Pannawonica School provides a social context which allows students to be supported, whilst also being taught how to accept responsibility for their own behaviour.

Students are given opportunities to develop appropriate behaviours, self control, and resiliency through interactions with teachers, other staff, their peers, and the curriculum. These opportunities are reinforced consistently in order to enhance their understanding of responsible social behaviour.

Positive behaviour is acknowledged and encouraged in a variety of ways at Pannawonica School including through the use of:

- Stitch Tokens
- Verbal and written encouragement and feedback
- Merit and Honour certificates (presented at assemblies)
- Stamp charts



Each class teacher will have their own positive incentive program which will be tailored to the needs of their students within the classroom.

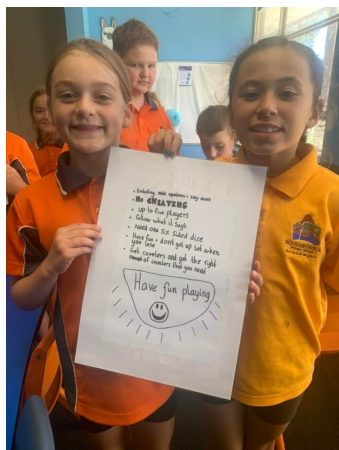
Inappropriate behaviour at Pannawonica School is dealt with using the five step behaviour management plan which is on page 16 & 17.

## FRIENDLY SCHOOLS PLUS

At Pannawonica School, we deliver to each student Kindy to Year 10 Friendly Schools Plus, a whole school social and emotional program.

## HIGH SCHOOL ACKNOWLEDGEMENT CERTIFICATES

Twice a term high school students are awarded Acknowledgment certificates for assessments where they received a mark of 80% or above *or* outstanding effort in an assessment. At the conclusion of each Semester all students that have received an A grade in a subject will receive an Achievement Award.



## IN REAL - LIFE PROGRAMS

At Pannawonica School, we provide an In Real-Life program for both girls and boys. This is a social-emotional learning program designed to assist in building stronger and healthier relationships, and a greater self awareness and confidence. This will be provided to our Year 5/6 students in Term 3, and to our Year 7/8 students in Term 1.

## LEARNING SUPPORT COORDINATOR

The School appoints a Learning Support Coordinator who coordinates our visiting specialist services including our School Nurse, School Psychologist, Speech Pathologist, Occupational Therapist, Social Workers, and Chaplain. Classroom teachers make referrals to the following specialist services through the Learning Support Coordinator.

Annette Hansen, Deputy Principal, coordinates Learning Support at Pannawonica School and can be contacted at the Front Office.

## LUNCH TIME ACTIVITIES

A number of lunch time activities are organised and run for students throughout the week. These activities include lunch time outdoor activities and games, organised by the Chaplin or Aboriginal and Islander Education Officer, and the Library being open.

## MERIT CERTIFICATES

Merit Certificates are utilised as a way of acknowledging students and are awarded at each assembly. Classroom teachers will make contact with the recipients Parents/Caregivers via the Seesaw App or by phone call prior to the assembly.

## POSITIVE BEHAVIOUR SUPPORT

Pannawonica School is a Positive Behaviour Support School and promotes the four behaviours of Be Responsible, Be Respectful, Be Resilient, and Be Your Best. Students are acknowledged through our Stitch Token system for displaying one or more of these behaviours. These tokens are written out by our staff who see any of these positive behaviours around our school. The children then place these tokens in to their class Stitch box.

## PRINCIPAL'S / DEPUTY PRINCIPAL'S LUNCH

Each term, Kindy to Year 6 students with improved or outstanding behaviour are acknowledged by Classroom Teachers through being invited to the Principal's/Deputy Principal's Lunch. Invitations are presented to students and sent home so that parents can also celebrate their child's success. Lunch is purchased by the school from Sodexo and the children celebrate lunch with either the Principal or the Deputy Principal.

## SPEECH & OCCUPATIONAL THERAPY INTERVENTION

The school funds a Speech and Occupational Therapy Intervention Education Assistant that works closely with our visiting Occupational Therapist and Speech Pathologist and follows programs as outlined by both specialists. Parents/Caregivers of students involved in this Intervention are notified by the Deputy Principal.



# STAMP CHARTS

Every child in Kindy to Year 2 will have their own individual stamp chart. The frequency of the stamps being given to the students are dependant on a number of factors and the teacher's professional judgement will help to guide this decision based around our four behaviours, Be Responsible, Be Resilient, Be Respectful and Be your Best. As soon as a student has reached 40 stamps, they are sent to the office to celebrate with our Principal and Deputy Principals. The Admin staff will contact home so children can also celebrate with their parents and caregivers, provide the student with a certificate and a small reward.

## STUDENT SERVICES TEAM

At Pannawonica School, we believe in ensuring that no student is left behind or forgotten. To achieve this end, we adopt a multi-disciplinary approach to supporting our students social and emotional needs. Our Student Services Team, coordinated by our Deputy Principal, includes the following specialist services:

### **ALLIED HEALTH**

Specialist staff from Allied Health, Karratha, visit our school twice a term and include an Occupational Therapist, Speech Pathologist, and Physiotherapist.

### **CHAPLAIN**

Our school employs a School Chaplain who plays an important role in being a confidential adult that our children are able to seek out and speak with. Upon enrolment, information is sent to new parents/caregivers about the Chaplain. Parents/Caregivers are also able to access the support of our School Chaplain. More information about School Chaplains can be found at: <http://www.youthcare.org.au/> Our School Chaplain can be contacted at the school through the front office on 9134 9100.

### **SCHOOL NURSE**

Our School Nurse works at both our school and at the local medical centre. Our School Nurse visits frequently throughout the school year and supports our students through routine hearing and vision testing. Our School Nurse can also support parents/caregivers and meet with you individually. Our School Nurse can be contacted through the front office on 9134 9100.

### **SCHOOL PSYCHOLOGIST**

As a priority, our school purchases additional School Psychologist time each year. Our School Psychologist attends our school two days a fortnight and works with students through a referral process which includes signed consent from the parent/caregiver.

### **ATTENDANCE**

Our attendance officer works closely with the HoLA Teachers and the Student services team to ensure all our children attend school on a consistent basis and learning is not impacted.

**If you have any concerns about your child, you are encouraged to book a meeting with your child's classroom teacher. Access to our Student Services Team is through a referral process and this process is generally completed by your child's classroom teacher.**



## STITCH & OHANA

At Pannawonica School, our Vision of Ohana is that we are a family. To support us to reach our Vision, we acknowledge our students through Stitch Tokens. Stitch Tokens are handed out to students who display one or more of our positive behaviours during class time, recess and lunch time.

Once a week, a token is drawn from our Stitch Box and the class is acknowledged with a bag of icy poles and our Stitch mascot for the week. At the end of the term, the faction with the most Stitch tokens are awarded with additional play time.



## SWIMMING

Students from Pre-Primary to Year 7 engage in in-term swimming lessons utilising the local Pannawonica town pool. Information about swimming lessons is forwarded to parents/caregivers prior to commencing usually in Term 4. This is a free Department of Education service for our children.



# Engagement & Behaviour at Pannawonica School

## Kindy - Year 6



### 5 Step Behaviour Management Plan

(Responding to unproductive behaviour)

#### Step One: Warning (ie. Name on board)

Praise another student who is close by displaying the correct behaviour. Praise the misbehaving student immediately after appropriate behaviour is displayed.

#### Step Two: Warning (ie. X Cross next to name)

Reinforce the classroom rules with the student.

#### Step Three: (ie. XX next to name)

**Cooling off / Isolate in the classroom.** Teacher to discuss ways to solve behaviour with student after 'cool off' period.

#### Step Four: Removal to another class

Work provided and note for class teacher.  
Classroom teacher may inform parents via note and/or contact parents by telephone.

#### Step Five: Administration involvement

Parents contacted. Student completes work supplied by teacher and/or Think Sheet.  
**Ensure that office referral form is sent.**

#### Severe Clause: Straight to the office

*Examples of Severe Clause offences:*

Physical assault of a student or teacher.

Verbal abuse of a teacher or student.

Damage to property.

Intimidating behaviour.

### Acknowledging Positive

#### *In the classroom:*

Every child in Kindy to Year 2 should have their own individual stamp chart. The frequency of the stamps being given to the students are dependent on a number of factors and the teacher's professional judgement will help to guide this decision. As soon as a student has finished their stamp chart, they are to be sent to the office. The Administration Staff will contact home, provide the student with a certificate and a pencil and/or sticker.

Students from Years 3-6 will have their own in class reward system.

#### *In the playground:*

Teachers should actively look for students who are following our 4 positive behaviours when on duty. They are to complete an "*Ohana! You've been caught!*" token and give it to the student. Every week, at the Assembly after lunch a Stitch "Ohana" token will be drawn out of the box.

The student who's name is drawn out of the box will receive our Stitch mascot to have in their classroom for the week and each class member will receive an icy pole. At the end of each term, once all the Stitch tokens have been counted, the faction with the most points will also be rewarded.

#### *Good Standing:*

Severe breaches of behaviour may result in a student losing their good standing.

Students who have lost their good standing will have their privileges removed, such as being banned from school social activities.

A plan will be in place for a student to earn back their good standing.



# Engagement & Behaviour at Pannawonica School

## 5 Step Behaviour Management Plan

(Responding to unproductive behaviour)

### **Step One: Warning** (ie. Name on board)

Praise another student who is close by displaying the correct behaviour. Praise the misbehaving student immediately after appropriate behaviour is displayed.

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Reinforce the classroom rules with the student.

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**Cooling off / Isolate in the classroom.** Teacher to discuss ways to solve behaviour with student after 'cool off' period.

### **Step Four: Removal to another class**

Work provided and note for class teacher.  
Classroom teacher may inform parents via note and/or contact parents by telephone.

### **Step Five: Administration involvement**

Parents contacted. Student completes work supplied by teacher and/or Think Sheet.  
**Ensure that office referral form is sent.**

### **Severe Clause: Straight to the office**

*Examples of Severe Clause offences:*

Physical assault of a student or teacher.

Verbal abuse of a teacher or student.

Damage to property.

Intimidating behaviour.

## Year 7-12

## Acknowledging Positive Behaviour

### ***In the classroom:***

Students from Year 7-12 have their own Acknowledgement Tokens. Each week a student's token is drawn and a reward obtained. They are awarded tokens by subject teachers for demonstrating appropriate behaviours.

Rewards are negotiated with the relevant Home Room Teacher.

Fairness and equity is important to all students, but particularly to adolescents. To that end, it is imperative that tokens are awarded in a consistent and transparent way.

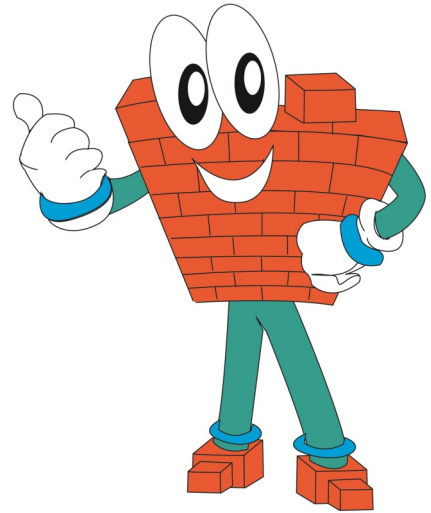
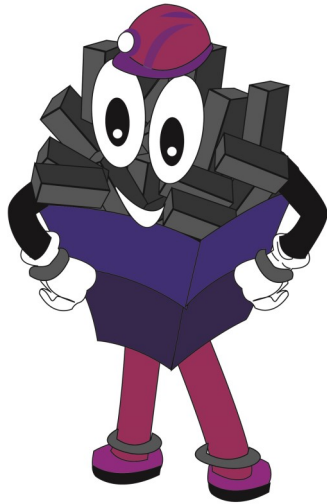
### ***Good Standing:***

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Students who have lost their good standing will have their privileges removed, such as being banned from school social activities.

A plan will be in place for a student to earn back their good standing.





# OUR POLICIES & ORGANISATION



## ANIMALS

No pets, including dogs, are allowed on school grounds. However, if you wish to bring a pet in for classroom news you will need to arrange this with the classroom teacher, who will then speak to the Principal to gain approval for this to happen.

## ASSEMBLIES

Assemblies are held every three weeks on a Wednesday at 8.30am. Each class Kindy-Year 6 will host two assemblies throughout the year.

## BIRTHDAYS

Please feel free to bring in a cake or cup cakes on the day closest to your child's birthday. Please ensure that you speak with your child's classroom teacher prior in order to check for food allergies.

Please note, current COVID-19 restrictions may impact this.

## BOOKLISTS

As a school we provide some text material needed in the school but it is necessary for each child to provide items of personal use such as pencils, pens, rulers, coloured pencils, erasers etc. Towards the end of the year the school prepares a booklist which includes these basic items, as well as other materials they need. This booklist will be sent home in Term 4. It can be necessary for parents to replenish these basic items during the year.

## BICYCLES

**To avoid accidents, children must walk their bicycles, skateboards, and scooters while on the school grounds.** Bicycles should be correctly parked in the racks located at the rear of the Arts/Drama room. Scooters, skateboards and other such modes of transport are to be secured within the racks also.

Parents should also ensure their children are made aware of, and practise, safe cycling habits when riding to and from school. **Helmets must be worn.** It is the responsibility of parents to ensure that their child's bicycle is roadworthy.

## CARPARK

The car park in front of the Front Office is, for safety reasons, for staff parking only. We ask that you please use the car park located in front of the undercover area.



# CHILDHOOD ILLNESSES & DISEASES

The school has access to a Community Nurse. The nurse, when on site, advises on the treatment of minor injuries and illnesses, as well as conducting screening sessions (eyesight etc.), immunisation courses and provides specialist health advice to teachers and children.

The following advice has been summarised from the Health Department Booklet issued to schools and is supplied for your information. The main aim is to define periods of exclusion from school of children who have communicable and infectious diseases or children who have been in close contact with them. Uncommon and rare diseases have been omitted from the list. Information about these diseases may be obtained from the Health Department, Community Nurse, or General Practitioner.

Children who are ill should not be permitted to go to school until they are fully recovered. Please note that in some cases that involve infectious diseases exclusion from school is a requirement. Should this be necessary, the school will advise you of the period of exclusion.

If medication is to be taken at school, the department policy is clear. The correct proforma must be completed fully and prior agreement with the administration team must be gained. For medical conditions such as asthma and anaphylaxis, medical action plans need to be kept for individual students. Parent/ Caregiver support is required to keep these up to date and provide medication.

INFECTIOUS DISEASES EXCLUSION TABLE	
GERMAN MEASLES	Exclude for at least 4 days after onset of the rash.
MEASLES	Exclude for 4 days after the onset of the rash, in consultation with public health unit staff.
WHOOPING COUGH (Pertussis)	Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.
HEAD LICE	Exclude until after treatment has commenced and live lice removed.
HEPATITIS A	Exclude for at least 7 days from the onset of jaundice or 2 weeks after onset of symptoms (if not jaundiced).
RINGWORM	Exclude until patient has received anti-fungal treatment for 24 hours.
SCABIES	Exclude until the day after treatment has commenced.
SCHOOL SORES (Impetigo)	Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
MUMPS	Exclude for 5 days after the onset of symptoms. Consult with your public health unit staff.
CHICKEN POX	Exclude for at least 5 days after the rash appears and vesicles have formed crusts.
CONJUNCTIVITIS	Exclude until the discharge from the eyes has ceased.
DIARRHOEA	Exclude until 24 hours after diarrhoea has ceased.
INFLUENZA LIKE ILLNESS	Exclude until symptoms resolved.



## COMMUNICATIONS

The active involvement of parents in the educational partnership ensures the development of an educational program which closely reflects the needs of the community.

Avenues of effective formal and informal communications exist to provide opportunities for teachers and parents/caregivers to establish a friendly, supportive, and co-operative working relationship. The key to ensuring success for your child at school is to be fully aware of what your child is involved in, and to be actively involved in all aspects of your child's education.

To assist parents/caregivers to be fully aware of what is occurring at school the following processes apply at Pannawonica:

Facebook	Website	Newsletter	Noticeboards around School
Notes Home	Reports Term 2 & 4	Parent Interviews Term 1 & 3	Seesaw App

## CRUNCH AND SIP

Crunch and sip is a set break to eat fruit or vegetables in the classroom. Students re-fuel with these foods during the day, assisting physical and mental performance and concentration in the classroom. Each day students can bring a small container of cut up fruit or vegetables to school to eat in the classroom at a time set by the teacher.

## COMPUTERS

Laptop computers are available for student use throughout the school. A number of iPads are available for students to use with appropriate 'Apps' installed to suit differing learning needs. Upon enrolment parents will need to sign a Third Party Bundled Application consent form for students to be able to utilise the applications at school.

## DENTAL VAN

A free preventative dental service is available for all pupils enrolled at this school from Kindy to Year 11. The clinic attends the School once a year. Notes will be sent home when the Dental Van is attending the school. Children can also access this dental service at their main location in Karratha at Baynton West Primary School by calling—08 9183 8172

## EXCURSIONS / INCURSIONS / VISITORS

Excursions are conducted to areas of local interest or importance to add meaning to our educational programs. Full information about all excursions will be provided to parents before children are permitted to leave the school premises to attend an excursion. Parents/Caregivers are encouraged to sign the excursion form that is sent home annually allowing students to attend educational activities within the town site. ALL visitors to the school must sign in at the Front Office upon their arrival.

## VOLUNTEERS/ HELPING HEROES

Our volunteers (Helping Heroes) are valuable to our school. Our school regularly seeks out parent/ caregiver volunteer time for various events throughout the year.



## FORMAL STUDENT REPORTS

Twice a year, at the end of Semester 1 & 2, formal reports are issued for all students. Academic achievement, behaviour, and values are reported. Parents/Caregivers are encouraged to contact classroom Teachers if the report indicates an interview is required. Other reporting processes throughout the year include:

1. Parent/Caregiver Information Sessions
2. Parent/Caregiver Interviews

## INJURIES / ILLNESS

Should a child incur an injury that requires medical attention, or is too ill to continue with normal school routine, every attempt will be made to contact the parent or person with approved responsibility (the emergency contact person provided on enrolment). Should such contact be unable to be made, the school will act according to the best interests of the child but no responsibility will be accepted for medical costs etc. It is essential that emergency contact numbers and a current address is entered on school records. Should this information change, please advise the school immediately. **Parents/Caregivers will be contacted if we believe the child should not remain at school.**

## INTERVIEWS

Interviews are an essential component of our Reporting to Parents/Caregiver process. Teachers inform parents/caregivers of any concerns they have regarding a child's academic performance, behaviour, or socialisation. Parents/Caregivers are encouraged to liaise with class teachers to keep in touch with their child's progress. In this way, many problems that may arise due to a breakdown in communication may be overcome. Equally as important is the fact that children place considerable value on having their Parents active at the school. If Parents/Caregivers demonstrate that they are positive about education, the same traits will be developed by the child.

Parent/Teacher meetings should not be seen as only occurring when there is a problem. If regular contact is maintained between the school and the home then achievements, as well as concerns, can be shared. Teachers have time each week when they are available to meet with Parents/Caregivers. Meetings can be arranged directly with the teacher via Seesaw.

## LOST PROPERTY

All personal property (clothing, books, pencils, bags, pens, hats etc.) should be clearly labelled to ensure ease of identification and return of lost items. A lost property container can be located in the wet areas of the school.

## MEDICATION / MEDICAL PLANS

Medication can only be administered by Administration Staff. Department of Education policy dictates that written permission must be given before medication can be administered to students during school hours. Teachers should refer parents/caregivers to the Front Office to complete a medical form.

**Students with ongoing and recognised medical conditions will need to provide the school office with an action plan written by a doctor each year—this is to ensure our staff are up to date with providing your child with the best possible assistance in case of an emergency.**

## MOBILE PHONES

Kindergarten to Year 6 Students are not allowed to have mobile phones on school grounds during school hours. Students can be granted an exemption to this but, a written application will need to be submitted to the Principal stating the reason.

**Phones brought to school without permission will be confiscated and only given back to Parents/Caregivers. Parents/Caregivers will be called to collect the phone at the end of the school day.**

Year 7-12 Students are allowed to have mobile phones on school grounds during school hours however they must be turned off and away. Smart Watches will need to be placed onto airplane mode on arrival at school and not be changed back until the close of school.

**Phones that are not turned off and put away will be confiscated and only given back to Parents/Caregivers. Parents/Caregivers will be called to collect the phone at the end of the school day.**

## NEWSLETTERS/ TERM PLANNERS

Newsletters are issued to families on a 3 weekly basis and include a bulletin of school activities, organisational details, newsworthy items, special features, and a calendar of coming events. The newsletter is issued to families via the Seesaw App and is available for viewing on the Pannawonica website, with hard copies also available in the Front Office. Please contact the Front Office if you are not receiving your copy. Term Planners with up and coming school events are posted on Seesaw every term. This is a great way to keep up to date with events throughout the terms.

## NO HAT NO PLAY

Pannawonica School has a strict No hat, No play Sun-smart policy. Children are required to wear a broad brimmed hat at all times when outside classrooms. Failure to do so will result in a child having restricted play. This is an important policy to enforce the physical wellbeing of students.

High school students are required, as a minimum to wear a cap during recess and lunch times.

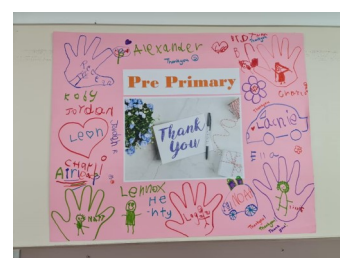
## PARENTS & CITIZENS

The Parents and Citizens Association (P & C) is a group of people committed to involving the whole school community in the continual advancement in the quality of the children's education. The Parents and Citizens Association is open to all parents of children at school, to teachers, and to any interested citizens. They aim to support staff in the day-to-day activities of the school as well as being heavily involved in fundraising for major school requirements.

The major aims of the P & C are to;

- Help bring about communication and co-operation between students, teachers, and parents.
- Foster community interest in education.
- Fund raise to provide extra facilities and amenities for the school.

Meetings are normally held twice a term and dates and times are notified through the school newsletter, term planners and SMS. Meetings provide an opportunity to discuss matters pertaining to the school and welfare of students. The AGM is usually held within the first month of the start of the school year.





## PARENT / CAREGIVER HELPERS

Teachers welcome all parent help.

Regular help is beneficial for junior grades especially in story writing, reading, and craft activities. Upper year levels often have children who, because of frequent moves or other reasons, can also benefit from some 'one on one' support. Teachers seeking assistance will advise parents early in the year. However if you have come in later, or decide at a later date you are now ready to assist, please let the teacher know you are available.

Many parents often have skills and knowledge that can complement or add to that of staff. These might relate to computer skills, sport, one or all of the Arts areas (Dance, Music, Drama, Visual arts and crafts). Sometimes parents can lead sessions with teachers providing 'duty of care' supervision. If interested in supporting student development and learning please approach teachers or the Principal.

**Visitors - Each day on arrival of volunteering, you are required to sign in at the Front Office. Please have your current Covid details. Before beginning you are also required to fill out a confidentiality declaration form that will last throughout the year.**

If teachers require help for a specific project they will request it via a letter, Seesaw or notice in the newsletter.

## PARENT / CAREGIVER PARTICIPATION

Parents/Caregivers are encouraged to participate in a wide range of areas including:

- School Board membership
- Parents and Citizens Association
- Sports Carnivals & Events
- Classroom Volunteer
- Excursions
- Community Events



Parents/Caregivers are invited to indicate their interest and availability to become involved in these programs by contacting your child's classroom teacher.

Confidentiality is expected of those parents who assist and support at our school. You will need to sign a confidentiality form prior to working in the classroom, these are available at the Front Office.

## PARENT-TEACHER INFORMATION MEETINGS

Parent/Caregiver information meetings will be held in term one to ensure parents meet the teachers and understand the expectations and routines within the classes. Classroom information will be shared at this event to explain procedures and philosophies of the class teacher to parents. These meetings are of a general nature and if you require further time with your child's teacher we ask you make another meeting time with the teacher.

## PERMISSION TO LEAVE SCHOOL GROUNDS

Children are not permitted to leave the school grounds unless being picked up and signed out at the office by a [parent/caregiver. It is essential that this procedure be adhered to, to ensure that the school has appropriate records in an emergency.

Year 11 and 12 students have permission to leave school grounds once they have signed out at the front office. They will be required to let the Supervisor or Office Staff know where they are going prior to leaving school grounds.

## PRINCIPAL MEETINGS

Parent/Caregivers who would like to meet with the Principal, are requested to contact the Front Office to book an appointment. Parent/Caregivers are encouraged to read the *Talking With My School* policy which can be found at the back of the Parent Information Booklet to give direction and guidance before you call.

## SCHOOL BOARD

The School Board has a wide range of responsibilities that affect the service provided by the school. Its primary responsibility is to set the direction for the school by ratifying the school priorities. It is also involved in monitoring the school plans to address the identified priorities and in ensuring that adequate resources (both human and financial) are allotted to priority areas. The School Board are involved in Principal recruitment when a new Principal is to be appointed. The group provides an opportunity for the school staff, parents, and community members to work together in the development of our school.

The School Board is also utilised to formalise policies constructed within the school community. By including all parties in the decision making process, broad consensus can be achieved and policies put in place that best meet the needs of Pannawonica School students.

## SCHOOL DROP OFF AND PICK-UP

It is a requirement of Pannawonica School that all students attending Kindy and Pre-Primary be dropped off and picked up by a parent/caregiver. If for some reason you are unable to pickup the student at the end of the day, you will need to contact the Front Office and let them know who will be collecting them. If you know in advance you can message your child's teacher through Seesaw.

Students in Years 1-6 are able to make their own way to and from school, but we welcome any parent/caregiver to drop their child off.

## SCHOOL TIMES

### Monday, Tuesday, Thursday & Friday

8.10 am	-	Classrooms open
8:20 am	-	School program commences
10:30 am	-	Morning recess
11:00 am	-	School program re-commences
1:00 pm	-	Lunch
1:30 pm	-	School program re-commences
2:45 pm	-	Children dismissed
1.40 pm	-	<b>WEDNESDAYS ONLY - Children dismissed</b>



# SCHOOL TIMES KINDY

## Kindy

Tuesday 8:10am—2.45pm

Wednesday 8:10am—1.40pm (early finish)

Thursday 8:10am—2.45pm

8.10am— Classroom doors open

8.20am—School learning commences

10.30am—Morning Recess break

11.00am—School learning commences

1.00pm—Lunch time break

1.30pm—School learning commences

2.45pm—Children dismissed from classrooms

**1.40pm—ALL children are dismissed at 1.40pm on a WEDNESDAY ONLY**

Parents/Caregivers are asked to ensure that children do not arrive at school prior to 8:00am, nor remain after 2:45pm. Staff are not rostered for playground duties outside of these times so children's supervision and safety cannot be guaranteed.

During school hours the children are strictly the responsibility and care of the school staff. No child is permitted to leave the school grounds without prior approval of the parents or knowledge of the school administration. If Parents/Caregivers need to collect their child/children during school hours, they need to inform either the classroom teacher or the school administration and sign their child out at the Front Office before collecting their child. Please note that Parents/Caregivers are asked not to conduct impromptu interviews prior to school commencing, or at the end of the day as teachers are busy building relationships with students. If you wish to discuss an issue with a teacher, please arrange an interview.

## SCHOOL UNIFORMS

Pannawonica School strongly encourages our students to wear appropriate school dress at all times. The wearing of the school uniform serves a number of purposes.

- School morale and tone is lifted through the wearing of a uniform.
- Children are dressed for the occasion.
- School dress enhances the child's sense of belonging to their school group. It also encourages a sense of pride in their individual appearance and as a member of the school community.
- School uniform is a more economically viable means of meeting appropriate dress standards.
- Wearing a school uniform removes the competition to wear designer and other fad clothing.
- School uniform does not impose upon each child's individuality but reflects an attitude of respect and conformity to community standards.
- For children on excursions school dress can be an important safety factor for supervision.



# SCHOOL UNIFORMS CONTINUED

A vibrant school uniform that reflects the local environment and ethos of the school has been designed for all children to wear. Children are also required to wear a sun-smart hat (Kindy-Year 6) or a cap for High School Students when out of the classroom. Children without hats are confined to undercover areas during recess and lunch.

The uniform includes the school colours which are:

## Kindy-Year 6 Students

Orange Shirt.

Black shorts, skirt, skorts and bucket hat.

## High School Students

Green Shirt.

Black shorts, skirt, skorts and cap/ bucket hat.

For safety reasons, safe footwear is to be worn at all times. Thongs, for example, are not considered to be safe footwear. Inappropriate items, such as jewellery, large earrings etc, that can present a safety hazard are also not allowed. Please ensure that all items belonging to a child are identified with the child's name to avoid them becoming lost. For special occasions (eg excursions, sports carnivals etc.) children must be dressed appropriately.

Please note - the wearing of denim is not allowable in any public school in Western Australia.

# SPORTS UNIFORM

Due to our smaller numbers our school only has 2 Faction Colours

**Ashburton** - Blue polo shirt

**Fortescue** - Yellow polo shirt

These shirts can be purchased when the P&C uniform shop is open every Monday morning 8.15am-8.45am (located on school grounds). School uniforms can also be purchased by using the link on the P&C Facebook page. Orders will be done up then parents called to collect uniforms from the front office.

# SCHOOL CONTRIBUTIONS 2023

Contributions for 2023 are as follows:

Per Child	Contribution
Kindergarten to Year 6 Voluntary contributions	\$60
Year 7-Year 10 Voluntary contributions	\$235
Year 11-Year 12 Compulsory contributions	\$235
P&C (per child) Voluntary contributions	\$30

These contributions supplement a wide variety of resources intended to cater for our students. Parents/Caregivers are asked to pay the contributions at the commencement of the year, or when paying for the students booklist supplies online.

## Direct Debit details -

**Pannawonica Primary School**

**BSB : 086 720 ACC Number: 78-508-0660**

## SUPERVISION AT SCHOOL

Playground supervision is provided during recess and lunchtime. Primary children should arrive at school at 8:00 am and are required to wait in the Undercover area with a supervising teacher, unless accompanied by an adult, until the classroom doors open at 8.10am, then move to their room to prepare for the day's lessons. Children are not permitted to enter the classrooms unless there is a staff member present or they have gained permission from the duty teacher.

Some parents may be in a situation where they have sole custody of their children with the other parent only having access at some specific time as specified by the Family Court. The parent who does not have custody is not entitled by law to come to the school to see the child in such circumstances. However, reports of a child's school progress can be made available to an estranged parent on his/her request. Custodial parents are asked to keep the school fully informed of all custody issues.

## TERM DATES FOR 2023

	<b>Students Start</b>	<b>Students Finish</b>
First Term	Wednesday 1 February	Thursday 6 April
Second Term	Monday 24 April	Friday 30 June
Third Term	Monday 17 July	Friday 22 September
Fourth Term	Monday 9 October	Thursday 14 December

Please note that there are 6 school development days still to be arranged and that the starting dates for students in each term may change. These dates will be advised once they are decided.

## VALUABLES AT SCHOOL

Children are encouraged not to bring valuables such as jewellery and/or much loved electronic toys etc. to school, only if advised by the class teacher. Money sent to the school for excursions should be enclosed in an envelope bearing the child's name, room and purpose. All monies must be handed in at the Front Office. No responsibility is accepted by the school for losses of money or other valuables brought to school.

We hope this Parent handbook has helped with any questions you may have when enrolling at Pannawonica School. If you have any questions please don't hesitate to contact the front office on 9134 9100 or email us on [Pannawonica.PS@education.wa.edu.au](mailto:Pannawonica.PS@education.wa.edu.au).





## National Anthem

Australians all let us rejoice  
For we are one and free  
With golden soil and wealth for toil  
Our home is girt by sea  
Our land abounds in nature's gifts  
Of beauty rich and rare  
In history's page let every stage  
Advance Australia Fair  
In joyful strains then let us sing  
Advance Australia fair

Beneath our radiant Southern Cross  
We'll toil with heart and hands  
To make this Commonwealth of ours  
Renowned of all the lands  
For those who've come across the seas  
We've boundless plains to share  
With courage let us all combine  
To Advance Australia fair  
In joyful strains then let us sing  
Advance Australia fair.

## Pannawonica School Song

In this hot dry mining town, way up in the Pilbara  
We know it here as Panna, you know it as Pannawonica

This beautiful ancient land, Red dirt and clear blue sky  
No cold winters up here, only sticky wet seasons and dry

Yeah we have our own public school, in little ole Pannawonica  
A learning place for one and all, we hear each other when we call

We are achieving everyday, setting goals along the way  
Happy and safe out here, in Pannawonica our own School

A learning place, a happy place, for our foundation years  
From the little Kindy days, to graduation and tears

Yeah we love this little town, and our School in Pannawonica  
No need to be the best in the land, just the best that we can be

One day we will move on, from little ole Pannawonica  
The memories will last forever, of that little Pilbara town

Little Pannawonica,  
Little Pannawonica that's our School  
Little Pannawonica,  
Little Pannawonica that's our School  
Little Pannawonica.





# Cyclone Information

This is general advice and in the event of a cyclone the school will liaise with the Pannawonica Emergency Services and District Office for further advice.

## Cyclone Watch/Warning:

### Blue Alert

In a blue alert the school will usually remain open.

If a Yellow Alert is predicted and likely to be declared at some time during the school day *the school will not open and children are to remain at home.*

If the school is to close, this information will be broadcasted via the following **local** radio stations. Emergency information is broadcasted at approximately ¼ past the hour. The frequency of the updates will depend on the type of cyclone alert. School closure will be broadcasted between 6.15am and 7.45am.

ABC Radio (Official Broadcast)

Spirit Radio (Unofficial Broadcast)

The closure advice will be repeated each morning until the decision to re-open the school is made.

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times.

**PLEASE DO NOT RING THE SCHOOL.** All information and updated reports relating to the warnings and school closure **ARE ISSUED ON THE RADIO.** Please keep yourself informed.

### Yellow Alert

If a Yellow Alert is declared during a school day, the following will occur:

**Yellow Alert before 12:00:** – students can be picked up immediately from their classroom. The school will close at lunch time. Students will not be sent home until instructions are received from parents.

**Yellow alert after 12:00:** – students can be picked up immediately from their classroom. The school will close at the usual time. Students will not be sent home until instructions are received from parents.

**Yellow alert after 14:00:** - If a Yellow Alert is called at or after 2.00pm schools will generally be closed the following day. Please continue to listen to the radio to receive information as to when schools will open.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by the Cyclone Committee.

### Red Alert

The School will remain closed during a Red Alert.

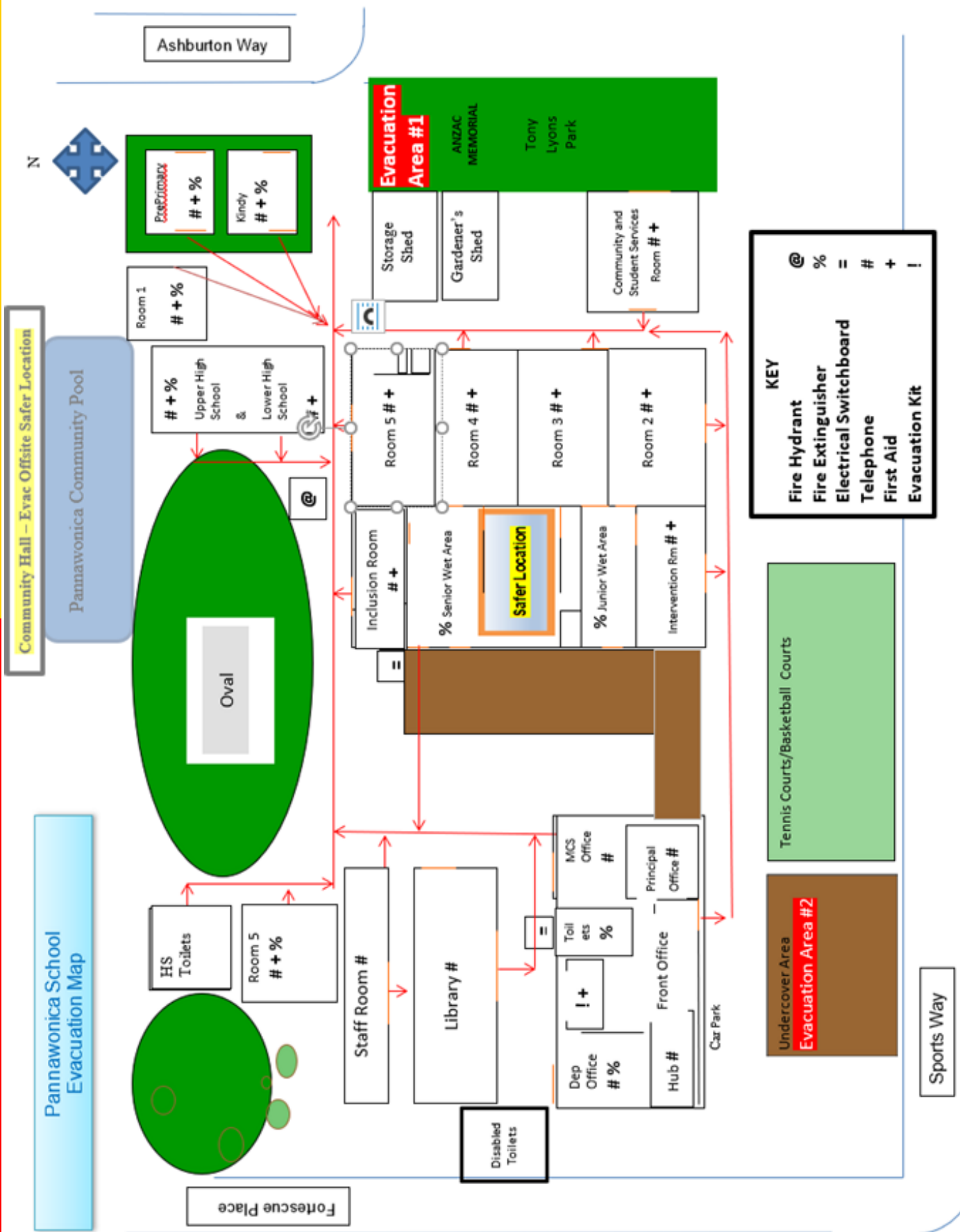
In the event that a Red Alert is proclaimed after 2.00pm, schools will remain closed the following day.

In the event that a Red Alert is proclaimed after 2.00pm but subsequently cancelled, the Regional Executive Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

## AFTER THE CYCLONE

If a Red Alert is called after 2.00pm schools will generally be closed the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio to receive information as to when schools will open.

**Please keep yourself informed via the radio, until all threats from the cyclone has passed.**



# Talking with my school

Do you want to speak with someone at your school about a particular enquiry or concern?

As a parent or carer you play a vital role in your child's learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.

Schools are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments.

Your school also provides information about support services for children with disability, intensive language classes, special programs, and its policies and procedures.

## Where do you start?

Before contacting your school with an enquiry or concern you may want to:

- talk with family and friends to clarify your enquiry/concern
- write down your enquiry/concern
- make a list of all relevant information specific to your enquiry/concern
- take a support person with you if you feel nervous about talking about your enquiry/concern.

The next step is to make an appointment with the most appropriate person at your school.

Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.

## 1. Discuss your enquiry or concern with the class teacher if it is about your child's:

- academic progress
- general behaviour
- homework
- assessment
- attendance
- social or emotional wellbeing.

In your discussion with the teacher:

- give all relevant information
- discuss all possible outcomes for addressing your enquiry/concern
- settle on an option that can be achieved with input from you, the teacher and your child.

## 2. Discuss your enquiry or concern with the principal if:

- you were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
- your enquiry/concern is about the conduct of a teacher or another member of the school staff
- your enquiry/concern is about another aspect of school life that is impacting on your child's education.

The principal will need time to discuss your enquiry/concern with all relevant parties but you can contact the school for progress updates.

Your enquiry/concern will be managed according to established school policy and procedures.

Anonymous enquiries/concerns are only acted on if enough information is provided for the principal to follow-up.



Department of  
Education



### 3. You may contact the regional education office or local education office if:

- your enquiry/concern has not been resolved by your school's principal
- there is a reason for not raising your enquiry/concern with the school directly.

Your school can help you with contact details for the coordinator of regional operations at the regional education office.

### 4. Consideration by the Director General

The next level for consideration of an unresolved enquiry/concern is to write to the Director General of the Department of Education.

You may lodge a written description of your enquiry/concern and the steps you have taken to achieve an outcome. The Director General may appoint someone to review your enquiry/concern.

**Postal address:**  
**Director General**  
**Department of Education**  
**151 Royal Street**  
**EAST PERTH WA 6004**

### 5. Independent review

Your final recourse for your unresolved enquiry/concern is an independent review by the State Ombudsman. The Ombudsman's approach is independent and impartial while observing procedural fairness and strict confidentiality at all times.

**The Ombudsman can be contacted:**  
**T: 9220 7555**  
**T: 1800 117 000 (free for country callers)**

**Postal address:**  
**Ombudsman Western Australia**  
**PO Box Z5386**  
**St Georges Terrace**  
**PERTH WA 6831**

**Office location:**  
**Level 12**  
**44 St Georges Terrace**  
**PERTH**

### Other useful contacts

The Standards and Integrity Directorate at the Department of Education offers general advice on matters related to staff conduct.

**T: 1800 655 985 (free for country callers)**

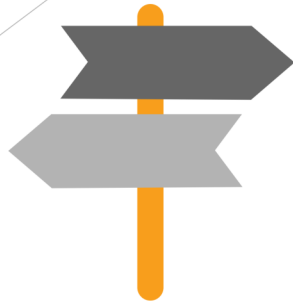
The Equal Opportunity Commission offers advice about discrimination.

**General enquiries:**  
**T: 9216 3900**  
**T: 1800 198 149 (free for country callers)**

**Office location:**  
**Level 2, Westralia Square**  
**141 St Georges Terrace**  
**PERTH**

**Postal address:**  
**PO Box 7370**  
**Cloisters Square**  
**PERTH WA 6850**

# OUR SCHOOL BOARD



The main **PURPOSE** of our school board is to provide

## GUIDANCE

The board works in a **consultative and decision-making capacity** with the school to achieve the best outcomes for students.

A school board is created and operated according to the requirements legislated in the School Education Act 1999, the School Education Regulations 2000; **operates for the benefit of the school community**; takes part in school governance; and is separate from school management and the P&C.

### The **FUNCTIONS** of our school board



\*Full description provided in the Schools Councils Policy.

# PANNAWONICA SCHOOL



PANNAWONICA  
SCHOOL

*Here we build the future*