



PLAY. INQUIRE. INNOVATE.

# PARENT INFORMATION HANDBOOK 2026





# Acknowledgement of Country

WE GIVE OURSELVES A MOMENT TO TAKE A BREATH AND CONNECT OURSELVES TO THE COUNTRY OF THE WADJUK NOONGAR NATION; THE HOME OF OUR SCHOOL.

WE ADKNOWLEDGE AND RESPECT THE TRADITIONAL STORYTELLERS AND SCIENTISTS OF OUR LANDS, SKIES AND WATER.

WE THANK THE WADJUK NOONGAR ELDERS, PAST AND PRESENT, FOR THEIR WEALTH OF KNOWLEDGE AND VALUES THEY TEACH WHILST CARING FOR MOTHER EARTH FOR THOUSANDS OF YEARS.

WE PROMISE TO BE BRAVE AND WALK TOGETHER INTO TOMORROW, TAKING RESPONSIBILITY AS WE CREATE A SHARED STORY.

MOTHER EARTH WILL GUIDE AND LOOK AFTER US.

HENSMAN STREET ELEMENTARY



## Welcome to Hensman Street Elementary

This Parent Information Handbook provides you with information about Hensman Street Elementary. It comprises our philosophy, values, objectives and a summary of policies and procedures. Please take the time to review it and should you have further queries, additional information can be provided upon request.

### Hensman Street Elementary

- Is a Little Scientists school
- Is Sunsmart
- Is a Crunch and Sip school
- Is Allergy Aware
- Is Smoke / Vape Free
- Is Inclusive for all

### School Details

School Board:	Chair Vice Chair Treasurer Secretary Board Members Principal Teachers Representative
Principal:	Mrs Tanya Steers
Telephone:	9474 9066
Address:	46 Hensman Street, South Perth WA 6151
School Hours:	Pre-Kindy 8.30am-2.45pm Classroom time Kindy -Year 3 - 8.15am- 3pm Classroom time. Gates Open at 8am (Supervision until 8:15am)
Police:	9222 1111

Kensington Police: 9474 7555

Email: [office@hensmanstreet.wa.edu.au](mailto:office@hensmanstreet.wa.edu.au)

Enrolments: [enrol@hensmanstreet.wa.edu.au](mailto:enrol@hensmanstreet.wa.edu.au)

School Board: [board@hensmanstreet.wa.edu.au](mailto:board@hensmanstreet.wa.edu.au)

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

<b>Contents</b>	<b>Page No.</b>
Our Philosophy	5
Values	7
Curriculum Framework	8
Pre-Kindy	8
Kindy	8
Pre-Primary to Year 6	9
Acknowledgement of Country and Cultural Competence	9
Absences	9
Allergy Aware	9
Behaviour Support	9
Class Times	10
Days Open for Instruction	10
Hours Allocated for Instruction Each Day	10
Family Code of Conduct	11
Communication	12
Dispute Resolution	12
Confidentiality	12
Contact Details	13
Crunch and Sip School	13
Delivery and Collection of Children	13
Process for Alternative Drop offs/Pickups	13
Donations	14
Dress Code	14
Footwear	14
Hair	14
School Hat and Sun smart Policy	15
Duty of Care	15
EDUCA	15
Emergency Evacuation Procedures	15
Excursions/Incursions	15
Family Law	16
Finance and Fundraising	16
Fees	16
Bank details	17
Late Pick-Up fee	17
Additional Fundraising	17
a) Scholastic Book Club	17
b) Terracycle Recycling Program	17
c) Containers for Change	17
Immunisation	17
Late Arrivals / Early Departures	18
Mandatory Reporting	18

Medication	18
Out of School Club – Little Scientists Club	19
Pandemic Policy	19
Parent/Teacher Contact	19
Parent Responsibilities	19
Parent Roster	20
Parking & Speed Limits	20
Personal Property	20
School Board and Parents and Friends (P&F) Committee	21
Sickness	21
Special Occasions and Celebrations	21
Parents Day & Grandparents Day	21
Christmas and Easter	21
Other Religious/Cultural Festivals	21
Birthdays	22
<b>Session requirements</b>	<b>22</b>
Student Reporting	23
Toileting	23

## Our Philosophy

Our Independent Community School is a rich and creative environment where children have the time and space to play, learn and thrive. At Hensman Street Elementary (HSE) we recognise and acknowledge every child is unique and their journey through education should be reflective of this. Children are intrinsically motivated from birth and at HSE we walk alongside each individual child to explore, develop and support a life-long love of learning.

As educators we use experiences as an avenue for learning, holistic development, and wellbeing, and encourage that the experience alone is not the end of that journey. Our flexible programming allows us to follow the child's lead, using their interests and existing knowledge to help discover, develop, create and share authentic play-based learning experiences. This approach allows us to link these experiences to the curriculum, whilst also keeping sight of the holistic development of each child.

Children are empowered in their journey to learn through play and later inquiry whilst encouraging dispositions such as risk taking, resourcefulness, confidence, emotional resilience and persistence. Children are strong socially active engaged learners who draw inspiration and knowledge from those around them. At HSE we strongly value the link between home and school and work with the wider community to create partnerships encouraging the best start on a child's educational journey.

Our school is welcoming to the child, parents, family and community members. Family and cultures are embraced allowing children to feel proud of who they are, where they come from and who they want to become.

Our school has a strong connection to the land on which we learn on and from. We have respectful developing relationships with the Wadjuk Peoples of the Noongar Nation, and we are sharing a journey of reconciliation together for the future.

Our holistic approach to learning allows our journey to evolve and inspire creativity. We have embraced Froebel's Little Scientist House program as a powerful authentic way for STEAM (Science, Technology, Engineering, Arts and Mathematics) education in the early and primary school years.

For children to truly understand what they are learning, they require time to practice, time to make mistakes and time to explore independently and collaboratively. Only then can the child truly make sense of what they are trying to uncover in their questioning. At HSE we share learning outcomes and journeys through a Floorbook Approach, learning stories, EDUCA, family learning walks, yarning circles and formal Department of Education approved reporting.

Hensmanians are the story-tellers, the citizens and the philosophers that will share and shape their learning today and that of the future.

## Values

# OUR VALUES

RESPONSIBILITY

EMPATHY

CREATIVITY

BELONGING

## HENSMAN STREET ELEMENTARY

**CREATIVITY**

Hensmanians are drawn to STEAM inspired experiences that are innovative and encourage risk taking. With perseverance we use our individuality and creativity to continue developing our evolving practise.

**EMPATHY**

Hensmanians strive to show tolerance and understanding towards fellow community members. We are honest, kind and caring individuals who show respect to the land, animals and people who surround us

**RESPONSIBILITY**

Hensmanians take responsibility in caring for the environment through sustainable practices. We take ownership in nurturing mother earth and ourselves and our families.

**BELONGING**

Hensmanians are strong spirited individuals who have a cultural responsibility to remain connected to our community. We actively include and appreciate all the families and community members near our school

## Curriculum Framework

### Pre-Kindy

The Early Years Learning Framework (EYLF) is the National Education Curriculum for children aged 0–5 years. The fundamentals behind EYLF are:

**Belonging:** Children being connected to family, culture and place.

**Being:** For children to be able to seek and make meaning of their world.

**Becoming:** Identifies children’s knowledge, understanding, capacities, skills and relationships.

Principles – Are based on early childhood theories and research –

- Secure, respectful and reciprocal relationships;
- Partnerships;
- Respect for diversity;
- Aboriginal and Torres Strait Islanders perspectives;
- Equity, Inclusions and high expectations;
- Sustainability;
- Critical reflection and ongoing professional learning;
- Collaborative leadership and teamwork.

Practice – EYLF is taught through –

- Holistic, integrated and interconnected approaches;
- Responsiveness to children;
- Play based learning and intentionality;
- Learning environments;
- Cultural responsiveness
- Continuity of learning and transitions; and
- Assessment and evaluation for learning, development and wellbeing.

Learning Outcomes – Children are taught to –

- have a strong sense of identity;
- become connected with and contribute to their world;
- have a strong sense of wellbeing;
- be confident and involved learners; and
- become effective communicators.

Linked with the Western Australian Curriculum Guidelines delivered in an age appropriate play based child led environment is how Hensman Street Elementary differentiates itself within the education community.

### Kindy

The Kindy Curriculum Guidelines can be found on the Schools Assessment and Standards Authority [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au).

Here at Hensman we implement a play based learning environment for the delivery of

these guidelines.

### **Pre-Primary to Year 6**

Our staff are well versed in the Western Australian Curriculum Guidelines for years Pre-Primary (Foundation) to year 6. We embed the requirements of the curriculum into a child-led play-based learning style.

## **Acknowledgement of Country and Cultural Competence**

The School is committed to continuing to develop knowledge and understanding about Australian Aboriginal cultures, and deepening children's connection to the natural environment. Through reciting an 'Acknowledgement of Country' message with the children each morning and incorporating Noongar words into daily teachings the School embraces learning about Noongar culture and language. The School has developed a Reconciliation Action Plan (RAP) as a formal commitment to Reconciliation between Aboriginal and non-Aboriginal people. The RAP provides a framework that supports the development of relationships, respect and opportunities in the classroom, around the school and with the community.

Parents and carers involvement in the RAP Working Group is welcomed and encouraged. Please speak with your teacher or the Principal for more information should you wish to be involved in the RAP Working Group.

## **Absences**

Should your child be absent from school, please email the school office to let them know your child will not be in attendance. Our website has an absentee form on the home page that can be filled in quickly. Emails can be sent to [office@hensmanstreet.wa.edu.au](mailto:office@hensmanstreet.wa.edu.au)

An Attendance Register is a legal database and the school is required to keep all information up to date. The Attendance Register is monitored weekly.

## **Allergy Aware**

Hensman Street Elementary is an ALLERGY AWARE school. This means Hensman Street Elementary minimises the risk to children with food and other related anaphylaxis (e.g. nuts, eggs, honey, bees etc.) by asking staff and children not to bring in foods containing allergens (e.g. peanut butter) and writing down the ingredients of any food to be shared (e.g. birthday cakes). Children with food allergies are required to bring alternative cupcakes which will be labelled and stored in the freezer. The school will take special precautions to minimise the risk to children who have fruit and vegetable allergies during Crunch and Sip sessions (see page 14).

For children with environmental allergies, all precautions are taken to ensure the safety of children in these situations. However the environment is often unknown. If your child is one of these children please discuss with the teachers how you have been minimising the risk in your own home.

## **Behaviour Support**

The School's Behaviour Support Policy is based on our core values and behaviour support is a key focus for our school community. All children have the right to come to school to learn, be safe, be happy and have fun. A low-key informal approach is used in minor instances. Moderate incidents are managed by staff, whereby problems are resolved through a reflective process, and children are encouraged to discuss the process with their family. In more serious incidents, parents are advised and work in partnership with the school to support the child.

Parents are encouraged to speak to staff regarding issues involving another child, should they feel it requires follow up. It is not the responsibility of the parent to follow up with another child or family. The school also encourages parents to maintain confidentiality and not discuss issues with other parents.

For more information on Behaviour Support, please view our Policy which can be easily located on EDUCA.

## Class Times

### Days Open for Instruction

Hensman Street Elementary generally conducts sessions during Western Australian Government school terms.

School Term Dates for 2026:

<b>Semester 1</b>	
<b>Term 1</b>	Tuesday 27th of January - Wednesday 25th of February
<b>Learners break</b>	Thursday 26th of February - Monday 2nd of March
<b>Term 1</b>	Tuesday 3rd of March - Thursday 2nd of April
<b>Break</b>	Saturday the 3rd of April - Sunday the 20th of April
<b>Term 2</b>	Monday 20th of April - Thursday 28th of May
<b>Learners Break</b>	Friday 29th of May - Tuesday 2nd of June
<b>Term 2</b>	Wednesday 3rd of June - Friday 26th of June
<b>Break</b>	Saturday 27th of June - Sunday 19th of July
<b>Semester 2</b>	
<b>Term 3</b>	Monday 20th of July - Wednesday 19th of August
<b>Learners Break</b>	Thursday 20th of August - Monday 24th of August
<b>Term 3</b>	Tuesday 25th of August - Friday 25th of September
<b>Break</b>	Saturday 26th of September - Sunday the 11th of October
<b>Term 4</b>	Monday 12th of October - Thursday 10th December

## Hours Allocated for Instruction Each Day

Session Times:

Pre-Kindy	3-year-old School program Tuesday & Thursday 8.30am-2.45pm
Kindy	4-year-old School program Tuesday 8.15am-3.00pm Wednesday 8.15am-3.00pm Thursday 8.15am-3.00pm
Pre-Primary/Year 4	Compulsory School Program Monday – Friday 8.15am – 3.00pm Doors open from 8am for drop off

## Family Code of Conduct

I will	<ul style="list-style-type: none"> <li>● Treat all school community members with respect and courtesy, fostering a culture of kindness and understanding.</li> <li>● Engage in open and constructive communication with teachers, staff, and other families, valuing each other's perspectives.</li> <li>● Ensure regular attendance and punctuality of my child or young person, recognising the impact on their learning and the smooth operation of the school.</li> <li>● Encourage and actively support my child or young person's learning by providing a conducive environment at home, assisting with homework, and attending parent-teacher meetings.</li> <li>● Respect the confidentiality of sensitive information shared within the school community, ensuring a trustful and secure environment.</li> <li>● Address conflicts or concerns in a constructive and timely manner, involving relevant parties and seeking resolutions through respectful dialogue.</li> <li>● Encourage responsible use of technology by our children, ensuring that it aligns with school guidelines and promotes a positive digital environment.</li> <li>● Act in the best interests of all members of the HSE community. I will not engage in defamatory or judgmental discourse and should ensure that anything they say about others is fair and truthful.</li> </ul>
--------	---

	<ul style="list-style-type: none"> <li>• Maintain privacy and discretion when discussing sensitive matters, focusing on constructive dialogue with school staff.</li> </ul>
I will not	<ul style="list-style-type: none"> <li>• Tolerate or engage in any form of bullying, harassment, or discriminatory behaviour within the school community.</li> <li>• intentionally disregard or violate school policies, rules, or guidelines that are established for the safety and wellbeing of all.</li> <li>• Resort to violence or aggressive behaviour, whether verbal or physical, towards school staff, other families, or students.</li> <li>• Ignore or neglect health and safety protocols established by the school, especially in situations that may compromise the wellbeing of our children or others.</li> <li>• share photos or videos of the Children and Young people at HSE or other community members taken during school events or from Educa on social media without obtaining explicit permission.</li> </ul>
If I think this Code of Conduct has been breached by another person in HSE, I will:	<ul style="list-style-type: none"> <li>• Promptly report my concerns to the appropriate school authority, Board or Leadership team (Principal or Deputy Principal).</li> <li>• Respect the confidentiality of the reporting process, ensuring that information shared is handled discreetly and responsibly.</li> </ul>

For more information on our Code of Conduct, please view our Behaviour Support Policy, you will also find the Children's code of conduct displayed throughout the school.

## Communication

Hensman Street Elementary uses electronic communication where possible, to reduce the impact on the environment as well as conserve costs.

Communication is through:

- Current website; Parent orientation night; Parent information nights; Parent Information Handbook; Notice Board; and Educa (class stories, newsletters and notes).

Should you have any queries with the above, please advise the Principal as soon as possible to ensure that you do not miss out on important information.

All communication with the staff of Hensman Street, should be in a professional and thoughtful manner. Our staff work part time hours and will get back to you during their work hours. From time to time frustrations do occur, however please be mindful that we

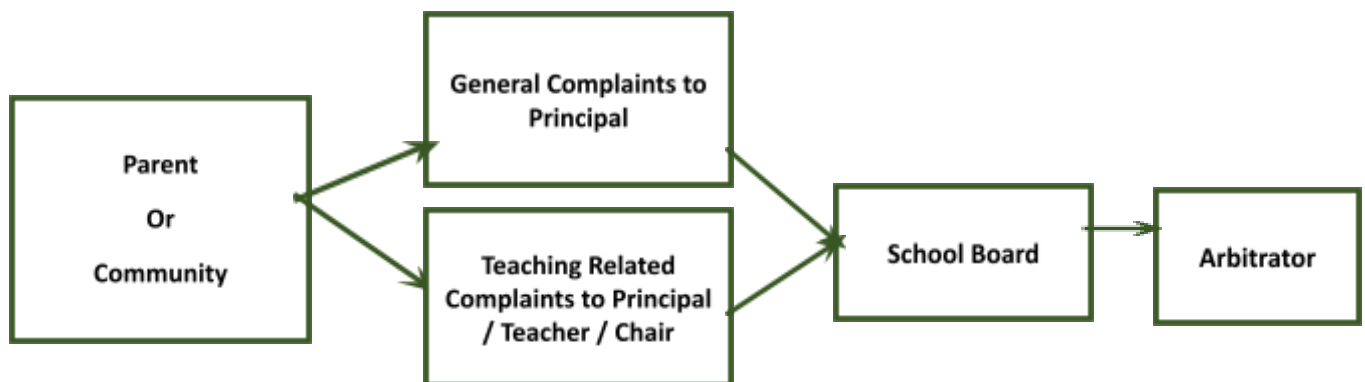
too are human and have feelings too.

With the new legislation around the right to disconnect, staff will not be responding to emails outside of the hours of 8am – 4pm. If your email falls outside of these hours the staff will email you back on their next working day during those hours, please be mindful, many of our staff work part time and on different days. .

## Dispute Resolution

Hensman Street Elementary has a Dispute Resolution Policy which is available to all parents at the School and via the website.

Flow chart of Dispute Resolution:



If the dispute is not resolved, the parties involved will be directed to a mutually agreed independent third party for arbitration.

The Hensman Street Board has adopted the Disputes Resolution Policy from AISWA.

## Confidentiality

It is essential that information collected and recorded by Hensman Street Elementary remains confidential. Staff members and parents have a duty not to divulge to another party any information about Hensman Street Elementary or any child that attends the School. Parents must keep information relating to children’s development or any incidents that occur whilst on roster, completely confidential. For more information, please see the School’s Privacy Policy and Parent Help Policy.

## Contact Details

It is essential that our records are always kept accurate. Please notify the Enrolment Manager and class teacher if your address, email or phone number changes. It is also essential that an emergency contact is provided. This is required for any occasion whereby the School needs to communicate an urgent message and contacts one and two are not available. This is an important aspect of duty of care.

## Crunch and Sip School

Hensman Street Elementary is a registered 'Crunch and Sip' school, and as such, Hensman Street Elementary encourages children to only eat fruit and vegetables during their morning or afternoon snack times. (Please see the Allergy Aware section on page 10). Drink bottles are to be filled with water, and staff are happy to refill drink bottles as required.

Should your child have specific dietary requirements, please discuss this with your child's teacher.

Parents of whole day children are required to provide a piece of fruit or vegetable for morning and afternoon tea, a healthy lunch and drink for their child for each session. These snacks should reflect the current emphasis on healthy eating for children.

## Delivery and Collection of Children

- Parents must accept full responsibility for the arrival and departure of their children from the School;
- Children should be accompanied inside the door at the beginning of each session and should be picked up from the front door promptly at the end of the session;
- If a parent is unable to collect the child on time, it is the responsibility of the parent to make alternative arrangements, Little Scientists club is available for use if required. Parents must notify their child's teacher of such changes. The charges associated with late pickups are in line with our out of school club costs.

Your child will only be released into your care at the end of each session. Should someone other than yourself be collecting your child, written notification is required as well as photo identification. The School cannot release your child without this notification. Note: an adult is required to collect your child.

## Process for Alternative Drop offs/Pickups

From time to time, parents/guardians may have a 'Nanny', 'au pair', grandparent or regular babysitter who drops off and/or picks up their child. In the case of this, the following steps must be taken to protect the safety of the child, other children and staff.

1. Prior to the school day commencing, the parent/guardian/s and alternative carer must have a 'Meet and Greet' session with the Teacher. The alternative carer will have their photo taken for staff identification. This will be tagged and added to the child's enrolment form. Please ensure the carer also presents a copy of their Working with Children card. This will also be scanned and kept on file.
2. It will remain the parent/guardian's responsibility to provide ongoing written permission to the teacher or office, anytime someone other than the child's parent/guardian is to pick them up. The information recorded must advise pickup and drop off dates and details. Should the Teacher have any doubt, they will contact the parent/guardian before releasing the child. Please note it is the Teacher's

responsibility to release children at the completion of the school day. The Teacher will also identify the alternative carer against their photograph on file. Note to parents/guardians: Prior to pickup/drop off, please ensure your child understands who is picking them up/dropping them off.

3. Alternative carers must use the large, circular button on the keypad outside the gate, to enter the school.

## Donations

From time to time the teaching staff will request items from home. Some items you may be expected to donate (flour, salt, cream of tartar, food colouring) and other items will be dependent on availability (jewels, pots, craft items). Thank you in advance for your assistance with this.

## Dress Code

All Children are encouraged to wear the school uniform. This helps to foster pride and ensure that all children are identified with the school on special occasions and excursions, as part of our duty of care. **Please label all clothing clearly with your child's name.**

The uniform is as follows:

- Coloured T-Shirt – Green – Polo Shirt for School classes
- Bucket Hat – Green
- School Jumper in charcoal
- Offsite Schooling – Requires Sports Polo purchased through the Uniform Order Form

It is preferable that children wear easy to remove clothing to help in toileting procedures. Please also pack a change of clothes in case of accidents or during water play. Thank you for your assistance with this.

### Footwear

In the interests of safety, closed-in shoes (such as sneakers) or sandals are to be worn to school. We do encourage children to take their shoes off, however please don't send your children in thongs as they are a hazard. Offsite schooling will require closed in shoes appropriate for walking and climbing.

### Hair

Children are encouraged to tie back hair that is beyond the shoulder in length. This contributes to a neat and tidy appearance and assists in the prevention of Pediculosis (Head lice). Children found with Head Lice will be sent home for a treatment plan to commence as per our policy. For more information, please read the School's First Aid and Hygiene Policy.

### School Hat and Sun smart Policy

In line with recommendations from The Cancer Council of Western Australia, our school adopts the 'No Hat – No Play' policy for outdoor activities. During lunch and

recess breaks, children without hats are directed to the covered cubby house area. Hensman Street Elementary also encourages parents to send their children to school with sunscreen applied and appropriate clothing for the WA Sun, we will encourage children to reapply during their lunch break.

## **Duty of Care**

'Duty of Care' has its origins in common law and underpins school policy and practice. Staff take reasonable care for the safety and welfare of children whilst involved in school activities. They take measures that are reasonable in all circumstances to protect and prevent children from risk of harm and hazards. Volunteers and external providers also provide care, and as such have a duty of care as well.

Parents are to remain with their child until the start of the session and collect them promptly at the end of the session for Pre-Kindy & Kindy. For PP-Year 3, parents may drop their children from 8am. Parents may allocate an alternative person to collect their child by adhering to the procedures above. Please collect your child immediately after your session has finished, as failure to do so may require the school to impose a financial penalty and transfer care to our out of school club after 10 minutes.

For more information, please ask to see the school's 'Additional Policies' documents.

## **EDUCA**

Hensman Street Elementary provides instant, updated information and online portfolios of your child's progress and experiences via Educa. These updates are an important means of communication between the school and your family and information is provided to keep you up-to-date with what is happening. Please ensure your details are maintained with the School's Enrolment Manager.

## **Emergency Evacuation Procedures**

The School has an Emergency Action Plan and regular practice emergency evacuation procedures (emergency drills) are scheduled throughout the year with the children. Staff are also fully trained in emergency procedures. Parents are encouraged to read and familiarise themselves with the School's Emergency Action Plan. The procedures cover areas such as fire, lock-in, and other emergency situations. The Emergency Action Plan is reviewed and updated annually.

Please email or see the Principal for more information.

## **Excursions/Incursions**

Please note the following –

- All classes are encouraged to undertake excursions/incursions during the year as part of the educational program planned by the class teacher.
- Prior to any school excursion, the class teacher is required to complete an Excursion

Risk Management Plan, assessing the risks and creating control measures to minimise these risks. All Excursion Risk Management Plans are signed off by the School prior to the excursion being confirmed.

- The school supports the City of South Perth area by encouraging classes to undertake at least one excursion in the area per year.
- A permission note is to be received by the School for your child to attend an excursion. This will be done by Consent to go.
- The School aims to provide excursions/incursions with minimal cost to parents.
- For pre-kindy classes a parent or guardian will be required on all excursions away from the school premises. Parents will be required to give written authorisation for their child to attend an excursion and it is the responsibility of each parent to transport their own child.
- When children are experiencing offsite schooling parents will be notified and asked to sign a form for the term's worth of excursions.

## **Family Law**

In the case of Family Court or other legal matters involving custody of your child, the School is to be provided with all original documentation, so a copy may be made for school records, or a certified copy. The School will only action requirements as confirmed by legal documentation provided by the guardian of the child. Please refer to our Family Law policy for more information.

## **Finance and Fundraising**

School fees at Hensman Street Elementary are the school's only source of regular revenue and 90% of this income accounts for payroll expenses for the School. For the School to provide new resources, it is required to fundraise. It is imperative that all parents support each fundraising activity, to support the School.

Each year there are several events which require your support. The Board also investigates new funding sources via grants to supplement programs offered at the School throughout the year.

### **Fees**

Term 1 Fees are due by the end of the 1<sup>st</sup> week of term and Terms 2, 3 and 4 fees will be due by the final week of school prior to the next term starting. I.e. Term 2 fees are due during the last week of term 1.

Fees not paid on time, will incur a \$100 late fee. Fees (including late fees) that are not paid in full one week prior to the commencement of Term may result in the termination of the child's enrolment at the School.

If you are having financial difficulties, please contact the Principal who will be able to put in place a confidential payment plan.

Please note no refunds are available for unattended sessions.

Parents who chose to go on extended holidays within the school term (or for the entire term) are still required to pay the full-term fees to hold their child's place in the class. Receipts will be issued upon request, and only for cash payments.

Application Fees and Placement Fees are non-refundable and are in addition to Term fees.

No refund will be given on the fees paid. **If you are withdrawing a full terms notice (10 week paid period) is required as per the enrolments policy of the school.**

For students who start later in the year due to age, full fees and Annual Levy's are applicable for the term in which the student is due to start to secure their place at the school.

### **Bank details**

Fees may be paid in cash, via cheque or EFT into the following Westpac Account - Hensman Street Pre-School BSB: 036038 Account: 137138  
Reference: Childs Name or Invoice Number

### **Late Pick-Up fee**

It is imperative that parents collect their child on time. After the case of being more than 10 minutes late, your child will be transferred to the after school club and you will incur fees for the session. A late pick-up fee of \$15 per 5 minutes will be charged whereby your child has not been collected within 15 minutes of completion of the LSC session. This will be invoiced on a case-by-case basis.

### **Additional Fundraising**

Hensman Street Elementary has several ways you can help passively fundraise throughout the year.

#### **a) Scholastic Book Club**

The Board, together with the teachers, promote Scholastic Book Club whereby parents can order books and other items. Brochures are sent home with children at least once a term. Orders are to be returned by the due date in an envelope clearly marked with the Child's name and Group Number, or they can be lodged online through the LOOP system

#### **b) Terracycle Recycling Program**

At HSE, we take an active responsibility to recycling and are currently collecting aluminium cans and nespresso pods (both types),. For each package recycled the school receives two cents.

#### **c) Containers for Change**

At HSE we actively take part in containers for change and encourage you to bring in your recyclables so that we can passively fundraise as well as teaching your children about recycling.

## **Immunisation**

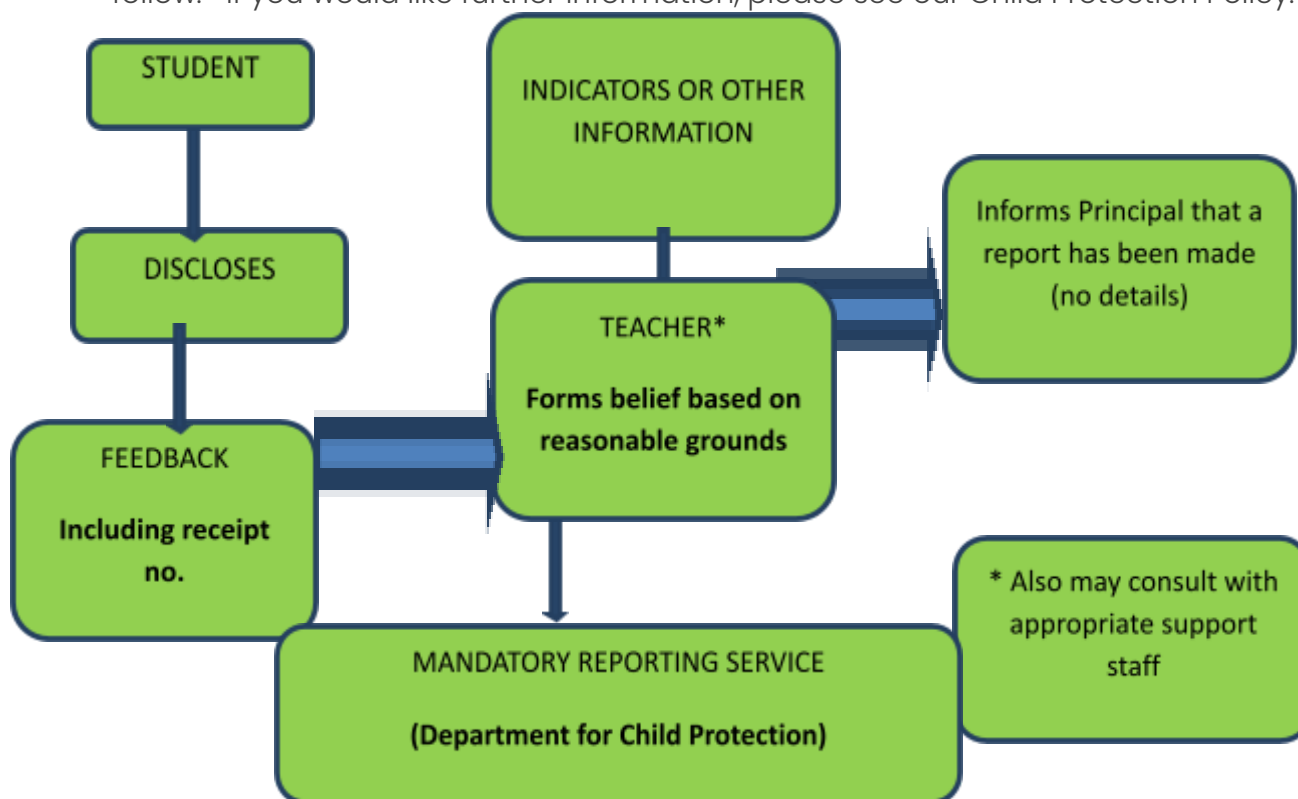
Please ensure your child's records are up-to-date when provided to the School. As required by the Health Department children are unable to be enrolled in Kindy if they are not up to date in their immunisations. At Hensman Street Elementary we are required to ask for a copy of your child's Australian Immunisation Register (AIR) that can be downloaded from myGov. If in the case of an outbreak, a child who is not immunised or up to date will be asked to remain at home for the incubation period. For more information, please see the school's Student Health Policies.

## **Late Arrivals / Early Departures**

All students arriving late at 9am or later must report to the office and be signed into the school grounds by a parent or guardian who is dropping them in. If you are collecting your child prior to the end of the day, you will be required to check into the office and sign them out.

## Mandatory Reporting

All staff are trained in mandatory reporting procedures. Below is a flow chart which staff follow. If you would like further information, please see our Child Protection Policy.



## Medication

Should a parent request school staff to administer medication to a child, a Medical Request form must be completed by the parent/medical practitioner. The School may only administer medication to a child whereby a written Doctor's Order is provided. Action Plans are required for children who have allergies and/or Asthma. The teaching staff will meet with you to ensure these are in place prior to starting school. These strict procedures are for the safety of your child and should you have any questions, please request a copy of our policy or speak with your teacher.

## Out of School Club – Little Scientists Club

The Little Scientists club is provided as an after school program daily. The hours are from 2.30pm to 6pm.

For more information please contact the office.

## **Pandemic Policy**

Parents are advised the school has a pandemic policy which is located on EDUCA. In case of a shut down the parents are still responsible for fees for their child. The Staff are well equipped with providing online learning opportunities and stay at home learning for your child.

As we are a non-government school, we do take advice from the government directions, however they are not the only factor that guides the school board's decisions on whether the school closes or will stay open. Our Volunteer Board takes advice from Association of Independent Schools WA, the WA Health Department and the WA Government as well as the Department of Education Services. Decisions made are for the health and wellbeing of staff and students and are often made quickly when lockdowns occur. Please be mindful of communications during this time, that they are still in a professional manner.

## **Parent/Teacher Contact**

Parents may wish to meet with teachers on any matter affecting their child/children's welfare and progress. Parent visits are welcomed by teachers, however the School does advise that prior arrangements are to be made with the teacher so that a suitable time can be arranged to cause minimal disruption to classes.

Many issues identified can often be solved at this level, however if problems do persist, parents and teachers may/will discuss the issue with the School Board and other agencies which may be able to help.

Should you have any concerns or relevant information regarding your child, please contact your teacher and arrange for a parent/teacher interview.

## **Parent Responsibilities**

Hensman Street Elementary request that you please:

- Keep in touch with your teacher on matters concerning your child's development. Please read the parent notice boards outside of the learning areas as well as Educa updates;
- Make appropriate appointment times to discuss your child's development;
- Notify your teacher of any changes to the normal routine within the home. Such changes can affect a child's attitude and emotional well being e.g. Death, separation, late night etc.;
- Assist with the parent help roster;
- Notify the Teacher of any ongoing illness or allergy;
- Notify the Teacher if your child is receiving ongoing therapy from another professional e.g. speech pathologist;
- Participate in busy-bees, working bees, whole school activities etc.; and
- Ensure your teacher and School Enrolments Manager are notified of any updates to telephone numbers, addresses or emergency contact people.

## Parent Roster

Prior to attending your parent help rostered session, you are required to read the Parent Help Policy. Details and responsibilities of the parent roster are as follows:

- Operates all year depending on the needs of the teachers; you will be invited to put your name down each term;
- Tasks include preparing fruit/vegetables for Crunch and Sip snack time – in accordance with our allergy aware procedures;
- Running an activity with small groups of children;
- Reading stories;
- Building train sets and roads;
- Engaging with children in role play experiences;
- Helping the teachers during transition times (e.g. hand washing);
- Cleaning up after snack time (washing tables, washing dishes and vacuuming floors);
- Supervising and engaging in children's play outside; and
- Helping children to pack their bags and put on shoes.

## Parking & Speed Limits

Off-road parking is available in Coode, Hensman and Anstey Streets. Verge Parking is not available to parents.

Parents dropping off and picking up children are requested to take care and observe traffic laws, including the 40km speed limit. Parents need to emphasise to children not to run out between parked cars.

Where preferable, the School encourages parents to walk or ride to school.

## Personal Property

Students' equipment and clothing items are to be clearly labelled with your child's name. This also includes items that may be considered newsworthy.

Valuables, expensive toys or sporting equipment are not to be brought to school for personal use, as the School is unable to accept responsibility for damage or loss.

## School Board and Parents and Friends (P&F) Committee

The School Board comprises a group of dedicated members who volunteer their time and expertise, for Hensman Street Elementary to operate. There is also P&F Committee that acts as a sub committee of the Board but independent in its charter who provide fundraising and community support and expertise to the parent body and school grounds. Please respect these members and provide them with the support they ask for to make the school a better place for your family.

## Sickness

If your child is unwell, PLEASE keep them at home. If your child becomes unwell or is injured whilst at Hensman Street Elementary, you will be contacted and asked to collect your child.

In the case of any gastroenteritis or similar symptoms, your child can return to school 24 hours after the first solid stool, or 48 hours after the last vomit.

Notification of any communicable illnesses will be placed on the Hensman Street Elementary notice board. For more information, please see the Student Health Policies.

With Infectious disease policy, any child showing ANY symptoms of a cold/Flu will be sent home immediately.

## Special Occasions and Celebrations

We love to celebrate birthdays, name days, or any other special occasions at Hensman Street Elementary and you are welcome to send in quelch icy poles for your child to share with friends (please ensure there are enough for everyone in the class). Please be aware that there may be children in your child's class who have a severe allergy (eg. nut) and we ask that you do consider this when preparing treats. If your child has a dietary restriction, please advise staff. Healthy treats are encouraged! Should parents not wish for their child to participate in any planned celebrations, parents are to speak with their child's teacher to make alternative arrangements.

### Parents Day & Grandparents Day

Children will make a small gift for families on both of these celebration days. We have chosen not to focus on one parent for mothers' and fathers' day but celebrate families and their support units instead.

### Christmas and Easter

These festivals are acknowledged at the School. The Christian background to these occasions may be discussed briefly or included in a story. Father Christmas/Santa and the Easter Bunny are also included in the discussion.

### Other Religious/Cultural Festivals

Children whose families celebrate other festivals are welcome to share stories of these festivals at the School.

### Birthdays

Children's birthdays are acknowledged at the School. Parents may provide quelch icy poles (as mentioned above) for their child's birthday, which will be shared at snack time. Previous notifications regarding food allergies must be taken into consideration.

Parents of children with allergies should send alternative 'safe' treats for their child on these occasions. The Teacher and children will sing Happy Birthday etc. Parents of birthday children are welcome to attend at the School for snack time to help celebrate.

## Session requirements

Your child will need to bring the following to each session

- A bag (we request that you use an open enviro bag) with your child's name on it;
- 1 piece of fruit or a vegetable as morning tea cut /individually labelled;
- 1 – 2 change of clothes, with your child's name on them;
- Hat (no hat no play), see dress code– Clearly Labelled;
- A water bottle, again clearly named (no juice or cordial); and
- Shoes or sandals with your child's name on them,;
- A packed healthy lunch; and
- Afternoon tea snacks for your child – separate containers for each meal work well. Try to be creative as children get very hungry learning and playing.

## Students at Education Risk (SAER)

Whereby children are identified as experiencing significant difficulty, or ease in their learning, or there are issues about any aspect of learning or performance, teachers will contact their parent to discuss the ongoing progress of their child.

It is the parent's responsibility to bring to the attention of the teacher/staff member upon enrolment, any concerns they have regarding their child. Overtime staff may discuss learning concerns with you and recommend you seek assistance in line with early intervention strategies.

As part of the Whole School Wellbeing Policy, the teacher and parent will devise an early intervention or extension program to cater for the needs of the child. These programs are known as an Individual Education Plan (IEP). Behaviour Support Plan (BSP) are written where appropriate.

## Student Reporting

All teachers will form a learning journey for your child throughout the year using Educa, an online portfolio program. Please accept the initial link to ensure you are getting the appropriate notifications. The teaching staff are more than happy to discuss your child's progress throughout the year.

Children in Kindy and the compulsory schooling years will receive a semesterly formalised report against the Western Australian Curriculum Guidelines.

## Toileting

It is a requirement of enrollment that your child is toilet trained. While your child's independence in toileting is encouraged, accidents do happen, therefore please provide a spare change of clothes for your child. Should you have any concerns regarding our

child's toileting, please discuss these with your teacher.