



**FREDERICK IRWIN ANGLICAN SCHOOL**

A school of the Anglican Schools Commission (Inc.)

# PRIMARY AND SECONDARY HANDBOOK

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## VISION

As a school of the Anglican Schools Commission we are distinguished by our values, Anglican traditions, broad-based curriculum and holistic approach to education, with smooth transition for students from Kindergarten to Year 12.

Our students are inspirational young people who show their care and compassion for others, both within our community and beyond.

Our dedicated staff, progressive learning environment, and engaging programmes motivate our students to be confident of their own abilities and strive to achieve their personal best.

We promote academic achievement and each student is encouraged and supported to be a creative thinker and inquiring learner with a strong work ethic.

Our school community is inclusive and diverse. Our pastoral system, teacher/student relationships, peer support and friendly, welcoming culture provide a caring and safe environment for our students.

We focus on developing the 'whole' child and want all our students to acquire the skills, attributes and qualities to lead a fulfilling life and be good citizens of the 21<sup>st</sup> century, making a positive difference locally and globally.

This Handbook contains information which will ensure that your son's or daughter's time at our School this year is rewarding and I trust you will find it useful.

## MISSION STATEMENT

To provide a high quality, inclusive, caring Christian education which encourages students to fulfil their potential.

## CORE VALUES

Respect

Responsibility

Honesty

Compassion

Courage

## FREDERICK IRWIN



Captain Frederick Chidley Irwin was born in England in 1788. He became a Senior Army Officer and arrived in the Swan River Colony as a Commander on board the 'Sulphur' in June 1829, soon after the arrival of the 'Parmelia' with the First Fleet. He became Acting Governor in 1832 and again in 1837. He continued to act as a senior member of the Government in the Executive Council.

Captain Irwin and his family were Anglicans, helping to establish small communities of the Christian faith and holding regular prayer meetings in the absence of an ordained minister of the church. He became a close friend of Thomas Scott who was the first Anglican Priest in the Colony. A brass plaque in honour of Frederick Irwin with the year 1840 was placed on the pavement in Perth in 1979 for the 150th Celebrations.

## MOTTO

Our motto **THE TRUTH WILL SET YOU FREE** is from John's Gospel Chapter 8 v.31-32. *"If you hold to my teaching you are really my disciples. Then you will know the truth and the truth will set you free."*

## SCHOOL CREST



**THE ANCHOR** is there to remind us of Frederick Irwin's ship arriving at the Swan River Colony and Jesus as the anchor in our lives.

**THE SHIP** reminds us of the arrival of the first settlers and the fact that Mandurah is a coastal community.

**THE BOOK** represents the Bible and books of learning.

**THE LINES** represent two ideas: the ploughed paddocks of our rural community and the waves of the sea - the merging of land and sea.

**THE MITRE** is the Bishop's mitre. In this instance we are an integral part of the Diocese of Bunbury and therefore this symbolises the Church's presence at the head of our crest.

**THE COLOURS** Green is for the trees, lawns and gardens of our School and symbolises growth and well-being. Gold is for sunshine and is symbolic of light, generosity and perseverance.

## THE SCHOOL PRAYER

Almighty God,  
We thank you that you are our Father  
and that we are part of the Frederick Irwin Anglican School.

In faith, Father, we put this School into your hands, and, in your loving kindness, ask you graciously to bless all we do and say.

Help and encourage us, in your Holy Spirit, to grow in your saving love  
in your wisdom and truth, in stature and maturity, that we may attain in every way to the fullness of Jesus Christ, in whose name we pray. **Amen.**

*Written by the Rt Revd H T U Jamieson  
Bishop of Bunbury 1984 - 1999*

## THE SCHOOL CHAPLAIN – THE REVEREND NOEL OAKLEY

The School Chaplain, Father Noel, is full time Chaplain to the school community and is available to students and their families, and to the staff of the School.

The Chaplain's role includes presiding at Worship services, teaching Christian Studies in both the Primary and Secondary sections of the School, counselling and the support of students, staff and their families.

The Chaplain can be contacted through the School Office.

## SCHOOL PRIVATE PROPERTY

The whole of the school site is private property owned by the School. The control of the property is vested in the School Council with day to day responsibility delegated to the Principal.

In the interests of the security of our students and the School, access to the whole school property is restricted to those people with legitimate school business.

All visitors to the School are required to report immediately to Administration or Primary Reception (unless they are legitimately going to the Uniform Shop). Visitors are not permitted to wander at will around the School.

## SCHOOL DAILY TIMES: PRIMARY

Kindergarten – Meadow Springs Doors open at 8.30am			Kindergarten – Halls Head	
<b>Group 1</b>	Mon/Wed/Thurs	8.35am – 3.00pm	Tues/Wed/Fri	8.35am – 3.00pm
<b>Group 2</b>	Tues/Wed/Fri	8.35am – 3.00pm		

Pre-Primary – Year 6 Doors open at 8.20am	
Class	8.35am – 10.50am
Recess	10.50am – 11.08am
Class	11.10am – 12.30pm
Lunch	12.30pm – 1.05pm
Class	1.10pm – 3.10pm

## SCHOOL DAILY TIMES: SECONDARY

Period	Monday, Tuesday, Thursday and Friday	Wednesday
FIRST BELL	8.30am	8.30am
HOUSE PERIOD	8.35am – 8.50am	8.35am – 9.15am
Period 1	8.50am – 9.30am	9.15am – 9.50am
Period 2	9.30am – 10.10am	9.50am – 10.25am
Period 3	10.10am – 10.50am	10.25am – 11.00am
RECESS	10.50am – 11.05am	11.00am – 11.15am
Period 4	11.10am – 11.50am	11.20am – 12.00 noon
Period 5	11.50am – 12.30pm	12.00pm – 12.40pm
LUNCH	12.30pm – 1.05pm	12.40pm – 1.15pm
Period 6	1.10pm – 1.50pm	1.20pm – 2.00pm
Period 7	1.50pm – 2.30pm	2.00pm – 2.35pm
Period 8	2.30pm – 3.10pm	2.35pm – 3.10pm
FINISH	3.10pm	3.10pm

## TERM DATES (Students) 2019

### TERM 1

Monday 4 February	Students begin Term 1
Friday 12 April	Students finish Term 1

### TERM 2

Wednesday 1 May	Students begin Term 2
Friday 5 July	Students finish Term 2

### TERM 3

Wednesday 24 July	Students begin Term 3
Friday 27 September	Students finish Term 3

### TERM 4

Tuesday 15 October	Students begin Term 4
Tuesday 10 December	Students finish Term 4

## SCHOOL ORGANISATION

### Visitor

Bishop of Bunbury

### School Council

Chair:	Mrs J Sparkes <i>C.T., A.S.C., I.A.C.</i>
Treasurer:	Mr M Polglase <i>B.Bus., C.P.A., C.A.</i>
Members:	Mrs D Brady
	Ms K Lamb
	Fr I Mabey
	Mr G McLarty
	Mr A Ralph
	Mr H Snow
	Fr J Tabor
	Mr R West <i>B.E., C.P.Eng., M.B.A.</i>
Honorary Members:	Mr B Clement <i>OAM, LL.B.</i>
	Mr R Rule <i>L.S., F.I.S.Aust., Grad.Cert.Ornith.</i>
	Mrs F Wells

### Principal

Ms K Robertson *B.A., H.D.E., M.A.C.E.*

### Deputy Principal – Secondary

Mr A Pennycott *B.Sc.(Hons), Cert.Marine.Eng.*

### Deputy Principal – Curriculum

Mrs G Solomon *B.A., Dip.Teach., T.H.C.*

### Head of Primary – Meadow Springs

Mrs S Skehan *B.Ed.*

### Head of Primary – Halls Head

Mr N Clark *Grad.Dip.Ed., B.A.*

### Deputy Head of Primary – Meadow Springs

Mr G Teape *B.Ed.*

### Deputy Head of Primary – Halls Head

Mrs S Kirke *Grad.Dip.Ed., B.Sc.*

### Director of Administration

Ms T Cowan *M.Fin, Dip.Proj.Man., B.Ed.*

### Business Manager

Ms K Anastazjew

## STAFFING

A list of all staff is available on the School website [www.frederickirwin.wa.edu.au](http://www.frederickirwin.wa.edu.au) → Our School → Staff

## APPEARANCE AND BEHAVIOUR IN PUBLIC

Students are representing the School whenever they are in school uniform and at other times, when not in uniform, they are known as students of Frederick Irwin.

A student's conduct and appearance at all times must be such that it reflects favourably on Frederick Irwin. Failure to observe this will result in disciplinary action.

## HOUSE SYSTEM

All students and staff of the School are allocated to one of the School Houses:

House	Colour	Named after
ARNOLD	Teal	Mr Geoffrey Arnold, Foundation Principal
BARRETT	Purple	Canon Ken Barrett, Honorary Life Member of School Council
ELLIS	Marle Grey	Mr Anthony Ellis, formerly Executive Officer, Anglican Schools Commission
GORDON	Mid Green	Gordon tartan and proximity to Gordon Road
JAMIESON	Royal Blue	Bishop Hamish Jamieson, Bishop of Bunbury, 1984 – 1999
ROSE	Red	Dr Brennan Rose, Foundation Chairman of the School Council, 1991 – 1992

### House Allocation

On entering Frederick Irwin children are placed in a House and they remain a member of that House for the duration of their education at the School. Children are not given a choice as we endeavour to keep a balance in the House numbers. However, brothers and sisters are members of the same House.

### House Activities

House competitions are planned for cultural and sporting activities. Other House activities include assemblies, special events and support of charities. All students are required to have a House polo shirt in the appropriate House colour.

### PRIMARY

Each House is led by a House Leader who is a member of the teaching staff. All teachers are allocated to a House.

#### House Leaders

Arnold House	<u>Meadow Springs</u> Mrs Renee Goard
Barrett House	Mrs Katrina Wade
Ellis House	Miss Molly Cave
Gordon House	Mrs Katherine O'Reilly
Jamieson House	Mrs Tamryn Dearlove
Rose House	Mrs Kimberley Paton

#### Halls Head

Mrs Natalie Burbage
Mrs Karen Bond
Miss Alex Skehan
Mrs Bianca Baker
Ms Julia Dolinsek
Mr Bradley Tudor

### SECONDARY

Each House is led by the Head of House and the Assistant Head of House and most teachers are allocated to a House.

#### Heads of House and Assistant Heads of House

Arnold House	Mrs Anne Crock	Mr Israel Carmody
Barrett House	Mrs Matty Macnab	Mrs Averil Evans
Ellis House	Mr Daniel Harrop	Mr Ben Dunbar
Gordon House	Mrs Karen Watts	Miss Alison Pyke
Jamieson House	Mr Guy Burbage	Miss Brooke van Aalen
Rose House	Mr Craig Winter	Mrs Marlise Vaughan

Parents are encouraged to make all initial contact with regard to their children's progress at School or any personal, social or health issues to the Head of House through the School Office.

## SCHOOL BUSES – MEADOW SPRINGS CAMPUS

The Meadow Springs Campus is serviced by a large fleet of school buses. Information about specific bus routes is available from the School Office.

To ensure safe bus travel, exemplary conduct is required by all students while travelling on school buses. All students are required to carry out the instructions of school bus drivers and to cooperate with drivers to ensure, as far as possible, a safe and comfortable journey for all passengers. Where seat belts are fitted, students are expected to wear them.

Failure to conduct themselves in an acceptable manner on a school bus may result in the student losing the privilege of travel for a period of time.

## TRAFFIC MOVEMENT AND PARKING IN THE SCHOOL

### Meadow Spring Campus

Because of the number of students being moved, buses have right of way at all times in the school grounds and car drivers are required to follow the direction of school staff.

In the afternoon between the end of school and 3.35pm there is significant movement of students, school buses and vehicles and, in the interests of safety and orderly movement, school staff are rostered to control traffic. There can be delays for vehicles exiting the school grounds. Parents can assist if, as frequently as possible, students travel on school buses or parents delay picking students up from the school grounds until after 3.30pm.

Please observe the marked parking bays that have been allocated for particular purposes. This includes the Disabled Parking Bays in the Primary and Secondary car parks.

Families of Meadow Springs campus Primary students are encouraged to use the Kiss and Drop zone in the Primary car park if possible.

### Halls Head Campus

In the morning between 8.20am and 8.35am, as well as in the afternoon, between the end of school and 3.35pm there is significant movement of students and vehicles. In the interests of safety, school staff are present during these times. There can be delays for vehicles exiting the school grounds and we ask that everyone is patient and mindful of student movement. Please observe the marked parking bays that have been allocated for particular purposes. This includes the Disabled Parking Bay.

## BICYCLES

Students who ride bicycles to school are required to wear a correctly buckled up bicycle safety helmet.

Bicycles are to be placed in the racks provided. Bicycle racks are located outside Year 4 (Halls Head), Year 5 (Meadow Springs) in the Primary School and in the Secondary School in the bicycle compound (which is locked at the start of the school day and unlocked at the end of the day) at the western end of the J Block. Bicycles are to be secured with chain and padlock and/or bicycle lock, and are not to be touched during the school day without the permission of the Principal or the Deputy Principal – Secondary.

Students should use bicycle paths where possible, and ride on these and on public roads in a safe manner and in a way that reflects favourably on Frederick Irwin.

In the interests of safety, 'double-dinkying' is forbidden.

## ARRIVAL AT SCHOOL, LEAVING SCHOOL EARLY ETC.

Any students dropped off at School before **8.00am** in the Primary or Secondary School will remain the responsibility of parents until school staff arrive and assume the duty of care. Primary students who have travelled to school by bus and who arrive before 8.15am should sit quietly outside their immediate classroom area. Kindergarten and Pre-Primary children should be supervised by parents or responsible older siblings until their



classes open. **For safety reasons, children are not permitted in play areas prior to school starting or after school finishing.**

Secondary students should arrive at School in time for the First Bell at 8.30am.

Parents should notify the School Office as soon as possible if a child is going to be late to school, absent or if they cannot collect a child on time at the end of the school day.

### **Late Arrivals**

Primary students who arrive at school at any time after the 8.35am bell must report to the Primary Reception to inform the Primary Administration Officer of arrival and to collect a late arrival slip.

Secondary students who arrive at school at any time after the 8.30am bell must report to the Student Services section of the Secondary Administration Office. Students must have a note from their parents or a note in their Student Diary and sign the Late Book before going to class.

### **Leaving Early**

Students are not permitted to leave the school grounds during the school day for any reason unless they have the permission of the Principal, Head of Primary, Deputy Principal – Secondary, Deputy Principal – Curriculum, or they are on a class excursion accompanied by a teacher, or they are attending an appointment with their parent(s).

Primary students leaving the school grounds during the school day will be required to be signed out through the Primary Reception area by the parent/guardian collecting them. If they are returning during the school day they will need to be signed back in upon return.

Secondary students who need to leave the School during the day to attend an appointment should bring a note from their parents or a note from their parents written in their Student Diary, and, if necessary, show their classroom teacher prior to leaving class. Before leaving the school grounds, the student should report to the Secondary Student Reception with his/her note and Student Diary and sign the Early Leaver Book. If they are returning during the school day they will need to be signed back in upon return.

## **END OF SCHOOL DAY – MEADOW SPRINGS CAMPUS**

### **PRIMARY**

When Pre-Primary – Year 6 finishes at **3.10pm**, the following procedures apply:

- a) **Bus children** from Kindergarten to Year 2 will be escorted to the bus lines by a teacher or Education Assistant at 3.05pm. Year 3 to Year 6 children walk to the bus lines.  
OR
- b) Students using Kiss and Drop make their way to the designated, supervised area.  
OR
- c) Children who have sport training walk to the appropriate area.

\*Kindergarten children not travelling by bus must be met by a parent/guardian at the Kindergarten door. Pre-Primary students not catching a bus or being collected at Kiss and Drop must also be collected at the door by a parent/guardian. Kindergarten finishing time will be 3.00pm for each session of the week.

In order for students in Years 3-6 to establish responsibility and independence, those not catching the bus are encouraged to use the Kiss and Drop facility rather than being collected from the classroom door by parents.

### **SECONDARY**

When 7-12 finishes at 3.10pm, the following procedures apply:

- a) All students make their way to their lockers to exchange books etc. before leaving for the day.
- b) Students make their way to either the bus lines OR to the Secondary Kiss and Drop area.
- c) Students who have sport or after-school tuition make their way to the appropriate area or classroom.

Students are not to be picked up from their classrooms or locker areas by parents. It is important, particularly for younger secondary students (Years 7 and 8) that they begin to develop responsibility, independence and resilience.

## DELIVERING STUDENTS TO AND COLLECTING STUDENTS FROM SCHOOL

Students should come to and from school on foot, by bicycle, by bus or be driven by a family member or other adult nominated by the family.

School buses leave promptly after school. Parents of Kindergarten, Pre-Primary and Year 1 students travelling by bus are requested to make labels for their children to wear showing child's name, bus number and location of home.

Parents waiting outside classrooms in Primary are reminded that lessons in Pre-Primary to Year 6 continue until 3.10pm. Younger children must be supervised. Parents of Secondary students are not permitted to wait outside classrooms in the interest of security and allowing their children to attain independence.

Teachers are on duty during morning recess, lunch and every afternoon to supervise Kiss and Drop and bus loading.

For safety reasons Primary students not collected by 3.30pm will be sent to Primary Reception for supervision.

Students will not be permitted to travel to or from school in the motor vehicle of a friend, (unless a currently enrolled Year 12 student as an authorised passenger) boyfriend/girlfriend, a young person or adult, unless prior arrangements are made by the student's parents with the Deputy Principal – Secondary, Mr Pennycott.

Parents should contact the Deputy Principal – Secondary, Mr Pennycott, before the day the student is to be dropped off or picked up, and discuss the arrangements with him.

## STUDENT ABSENCES FROM SCHOOL

### GENERAL PRINCIPLES

The School operates a full educational programme for all students from the first day of each term until the close of school on the last day of each term. It is essential, if students are to take advantage of the educational programme offered, that they attend school all day, every day of each term.

*The School Education Act 1999* states:

"A student must on the days which the school is open for instruction –

- (a) either –
  - (i) Attend the school at which he or she is enrolled; or
  - (ii) Otherwise participate in an educational programme of the school whether at school or elsewhere as required by the principal; or
- (b) Comply with an arrangement under Section 24."

In addition to the above, alternative arrangements must also comply with the legislation related to the Higher Leaving Age and Related Provisions that became effective on 1 January 2006.

Students are also required to attend all sports carnivals, camps and excursions and other events, as determined by the School, which take place instead of the normal teaching timetable.

### GENERAL PROCEDURE

- Attendance and absences are recorded electronically via SEQTA.
- If a student is absent, parents are required to notify the School by 9am on the day that their child is absent. A dedicated telephone line with voicemail are available:
  - Meadow Springs – 9537 0077, and an email address [absent@fias.wa.edu.au](mailto:absent@fias.wa.edu.au)
  - Halls Head – 6558 1208, and an email address [absenthh@fias.wa.edu.au](mailto:absenthh@fias.wa.edu.au)
- If a student is absent and no telephone call or email has been received by 9am, parents of students who are marked as 'unexplained absences' will be contacted via telephone or sms, by Administration staff, requesting an explanation for their child's absence.
- For extended absences, other than due to illness, parents are expected to inform the Principal, in writing, before the event.

### PRIMARY

- Attendance and absences are recorded twice per day; at the beginning of the morning and afternoon sessions.
- Any 'Unexplained Absences' are to be followed up by the Primary Administration Officer.

- If the Primary Administration Officer is unable to contact the parent, or a note is not provided, the Primary Administration Officer will provide details to the Deputy Head of Primary or Head of Primary who will then follow up with the parent.
- If a student is late to school, he/she must sign in at Primary Reception. The student will be given a 'Student Arriving Late' form to give to their class teacher. Administration staff will update the attendance record on SEQTA.
- If a student has to leave early, his/her parent/guardian must first report to Primary Reception. The parent will be given a 'Student Leaving Early' form to give to their child's class teacher. Administration staff will update the attendance record on SEQTA.

## **SECONDARY**

- Attendance and absences are recorded for House Group and for every period during the day.
- Unresolved absences are followed up by Administration staff throughout the day.
- At the end of the day, any 'Unresolved Absences' still remaining are sent via email to all Secondary teaching staff.
- House Group teachers and/or Heads of House follow up with the students involved during House Period.
- 'Absence Follow Up' letters are sent out to parents weekly for any remaining 'Unresolved Absences'.
- If a student is late to school, he/she must sign in at the School Office. Administration staff will sign the student's diary and update the attendance record on SEQTA.
- If a student has to leave early, he/she must be provided with a note from a parent explaining the reason. The student will show the note to their class teacher and then go to the School Office to sign out. Administration staff will sign the student's diary, take the note from the student and update the attendance record on SEQTA. The note is passed on to the student's House Group teacher.

## **ABSENCES**

### **Absences due to illness**

- Absences due to illness are unavoidable.
- A medical certificate is generally not required for absences during term time unless the absence is over an extended period.
- Parents are requested to contact the School Office if the absence is to be extended. Work can be arranged for a student to complete if they are to be away due to illness.
- No refund or remission of fees can be provided for absences due to illness.

### **Absences for Appointments**

- Parents are asked to make appointments outside of school hours wherever possible.
- This is sometimes difficult, but in general, permission will only be given for students to be absent to attend medical appointments.

### **Absences due to Family Holidays, Overseas Trips etc.**

- Families are strongly urged not to take family holidays or overseas trips during term time, as it causes disruption to the student's educational programme.
- If it is absolutely necessary for families to take holidays during term time, the Principal must be advised in writing first. It would be far more preferable if the student was absent from school at the start of the term rather than the end. Staff members have been instructed to continue with meaningful school work up to the close of the school day on the last day of each term. An absence at the end of Term 2 and Term 4 will interfere with the Secondary School examination programme, and students will not be permitted to write examinations at another time.
- The policy for prolonged absence from school for reasons other than illness is as follows:
  - (i) no refund or remission of fees will be provided for the time of absence;
  - (ii) because staff need to spend time preparing for classes, and because of the time required to prepare in advance, there should be no expectation that school work will be provided, nor should there be an expectation of catch-up work on the student's return to school;
  - (iii) the school will not be held responsible for any long-term effect of the absence on the student's overall academic performance (this is especially significant for students in secondary years).
- Parents need to be aware that a place will be held at the School for a student who is absent for a prolonged period of time for a reason other than illness, only if the parents pay the school fees plus the Commonwealth and State Grants which the School would forego and the student will not be enrolled in another school in Australia. Parents should speak with the Business Manager before making firm plans.

### **Absences during Examinations**

- Students cannot expect to be permitted to sit examinations at a time other than the scheduled time unless the absence is due to illness or exceptional circumstances.

- The Deputy Principal – Curriculum should be contacted before, or at least on the day of, the examination if the student is unable to write the examination.
- Students who are absent for individual examinations must report to the Deputy Principal – Curriculum immediately on their return to school. An alternative time to write the examination will be arranged if possible. A student who is unable to write the examination at an alternative time before the closure of assessments will have their final grade determined by the teacher, in consultation with the Head of Department and the Deputy Principal – Curriculum.
- If the student is too ill to sit the examination even at a rearranged time, a medical certificate must be provided. In Years 8-11 this will be held by the School, while for Year 12 students, it has to be provided to the School Curriculum and Standards Authority.

## STUDENT MEDICATION

Prescribed medication **will not** be administered to a student unless signed authority is obtained from a medical practitioner.

It is imperative that any prescribed medication held by the School be supplied in its original packaging, clearly stating the student's name, type of medication, dose and frequency. A foil sleeve of medication, without the original packet is therefore **not** acceptable.

Should you have any questions or queries regarding any of the above information, please do not hesitate to contact Student Services for Secondary students and the Deputy Head of Primary for Primary students.

## ASSEMBLIES

### Halls Head

Primary Assemblies are held at 8.35m on Friday mornings for students from Pre-Primary to Year 6 in Term 1 and Kindergarten to Year 6 for Terms 2, 3 and 4.

### Meadow Springs

Primary Assemblies are held at 8.35am on Wednesday or Friday mornings for students from Pre-Primary to Year 6 in Term 1 and Kindergarten to Year 6 for Terms 2, 3 and 4. Whole Primary Assemblies are held from time to time on Wednesdays or on the day traditional remembrances fall i.e. ANZAC and Remembrance Days.

Secondary Assemblies are held approximately three times per term on Wednesdays during extended House Period.

## BEHAVIOUR MANAGEMENT

A clearly defined and enforced behaviour management system operates in the School to ensure the teaching/learning process in the classroom can proceed without disturbance and to provide all students with a safe and supportive school environment.

Children should treat each other and adults with respect both in and out of school, be polite and courteous at all times and address people by their name/title.

We expect only good behaviour at all times in school, on school buses and while students are in uniform outside of school. Parents will be informed if we have reports to the contrary regarding their children. Parents should contact the Head of Primary, Deputy Head of Primary or Deputy Principal – Secondary if they have a concern regarding behaviour on the bus.

It is important to ensure that the teaching/learning process continues for all students without disturbance and disruption. This ensures that all students have the best possible opportunity to take advantage of what our School has to offer and to achieve their potential.

To ensure the teaching/learning process occurs effectively, it is necessary for all students to have all the equipment necessary to participate in the class, behave in a way that enhances their own learning and does not disturb the learning of others, and record and complete homework to a satisfactory standard.

It is vital that we have full parent support in our endeavours and to this end we have communication through student diaries in Primary and a Parent Notification (Blue) Form in Secondary.

## **PRIMARY**

The Behaviour Management structure of the Primary – Meadow Springs Campus includes the following:

- (a) Reminder by Teacher
  - Warning by Teacher
  - Action taken by Teacher
  - Use of classroom management strategies
  - Buddy Classroom
  - Communication with parent/guardian
  - Referral to the Deputy Head of Primary
  - Discretionary consequences if necessary
  - Referral to Head of Primary
- (b) Lunch Detention – At the discretion of the Head of Primary/Deputy Head of Primary

The Behaviour Management structure of the Primary – Halls Head Campus includes the following:

- (a) Reminder by Teacher
  - Warning by Teacher
  - Action taken by Teacher
  - Use of classroom management strategies
  - Buddy Classroom
  - Communication to parent/guardian
  - Referral to Head of Primary or Deputy Head of Primary
  - Discretionary consequences if necessary
- (b) Lunch Detention – at the discretion of the Head of Primary or Deputy Head of Primary

### **Lunch Detention: As need arises – 12.30pm – 1.05pm**

A lunch detention can be given to a student by the Deputy Head of Primary or Head of Primary for failure to follow school rules, work effectively and/or any other issue deemed to be against the good order and operation of the School.

### **After School Detention: As need arises – 3.15pm – 4.15pm**

Students will be supervised by a staff member and will be given work to complete during the detention.

An After School Detention is given for:

- Unacceptable classroom behaviour or inappropriate behaviour in the school grounds;
- Other unacceptable behaviour as determined by the Deputy Head of Primary and Head of Primary.

A School Detention should take precedence over all other school activities.

### **Saturday Detention: 8.30am – 11.30am**

This detention is given by the Head of Primary for:

- Serious breach(es) of the rules and good order of the School;
- Accumulation and repetitive behaviour that is contradictory to our Core Values or interferes with the learning of others;
- Other unacceptable behaviour as determined by the Principal and Head of Primary.

A Saturday Detention may involve additional school work or community service around the School.

Parents will be informed of any detention prior to the day, to ensure adequate communication occurs and allow parents where relevant, to make the necessary arrangements to pick their son or daughter up from the School.

## **Cumulative Offences and Consequences**

If a student continues to accumulate detentions and does not moderate his/her behaviour then a meeting between the Head of Primary/Deputy Head of Primary, parents and the student will occur to determine the appropriate course of action. If poor conduct continues then the student may be suspended or excluded from the School at the discretion of the Principal.

## **Suspension and Exclusion**

As determined by the Principal in consultation with the Head of Primary/Deputy Head of Primary, taking into account the nature of poor behaviour, the past history of the student and any other circumstances that may be relevant.

The School is unequivocal in its commitment to be a disciplined, educational environment.

## **SECONDARY**

The Discipline Structure of the Secondary section of the School is as follows:



### **Class Teacher – Student**

To enable the teaching/learning process for all students to continue without disturbance the following behaviour management processes will be used in the classroom:

- Reprimand by the teacher
- Move to another seat
- Lunch Detention
- Blue Parent Notification Form
- Referral to the Head of Department/Head of House

### **Definitions:**

#### **Parent Notification Form (Blue Form)**

The Parent Notification Form is used to inform parents of students in Years 7 to 12 of the following:

- (a) failure to bring Homework Diary to lesson;
- (b) failure to submit homework/assignments;
- (c) failure to submit homework of an acceptable standard;
- (d) behaving in a way that interferes with the learning of others;
- (e) failure to bring the equipment necessary to participate in the teaching/learning process.

The Parent Notification Form is designed to let parents know, as soon as possible, of an area of concern and enlist their support to ensure the problem does not re-occur, and therefore enable their son/daughter to take full advantage of the teaching/learning process.

#### **Lunch Detention: Every School Day (except Wednesday) 12.40pm - 1.00pm**

A Lunch Detention can be given to a student by a school staff member for failure to follow School Rules, work effectively and/or any other behaviour deemed to be against the good order and operation of the School.

Students on Lunch Detention are required to report with his/her diary and a pen to room D1. Failure to report to Lunch Detention may result in an escalation of the consequences.

#### **After School Detention: Wednesday 3.15pm - 4.15pm**

Students will be supervised by a staff member and will be given work to complete during the detention.

An After School Detention is given for:

- unacceptable classroom behaviour or inappropriate behaviour in the school grounds;
- accumulating five Parent Notification Forms;
- accumulation of five Uniform Demerits;
- other unacceptable behaviour as determined by the Principal, Deputy Principal – Secondary or Head of House.

A School Detention should take precedence over all other school activities.

#### **Saturday and Student Free Day Detentions: 8.30am – 11.30am**

This detention is given by the Principal or Deputy Principal – Secondary for:

- serious breach(es) against the rules and good order of the School;
- other unacceptable behaviour as determined by the Principal or Deputy Principal – Secondary.

A Saturday Detention may involve additional school work or community service around the School.

Parents will be informed of any detention other than Lunch Detention prior to the day to enable parents to make necessary arrangements to pick their son or daughter up from school.

### **Cumulative Offences and Consequences**

If a student continues to accumulate detentions and does not moderate his/her behaviour then a meeting between the Deputy Principal – Secondary, the parents and the student will occur to determine the appropriate course of action. If poor conduct continues then the student may be suspended or excluded from the School at the discretion of the Principal.

### **Suspension and Exclusion**

As determined by the Principal in consultation with the Head of Primary and/or Deputy Principal – Secondary taking into account the nature of the poor behaviour, the past history of the student and any other circumstances that may be relevant.

The School is unequivocal in its commitment to a disciplined, educational environment.

## CONDUCT AND PROCEDURE

Rules and regulations provide for the responsible organisation of the School. In addition to observing rules, as a guiding principle, members of the School should always have consideration for others and should try to conduct themselves in a manner which is in keeping with Christian principles.

Students should remember that their behaviour and appearance affect the good name of the School, particularly when they are in school uniform.

Cooperation in good standards of behaviour, courtesy, appearance and in School organisation is requested and expected from everyone.

- (a) Students should stand when an older person is speaking to them and when a teacher or other adult enters a room. They should be *polite and courteous* at all times, and address their elders by name.
- (b) At the start of a lesson students are to line up outside their classroom until the teacher arrives. The exception to this will be if students have two consecutive lessons in the same room.  
Year 11 and 12 students, if the teacher so wishes, may be permitted to go into the classroom without lining up, and prepare for the lesson.
- (c) Students should give effect to any request or direction given by a teacher or any other staff member in the course of their duties at School or at any school function. Students should respond immediately and without question.
- (d) All school uniform and personal property must be *clearly marked* with the student's first name and surname. This will enable lost property to be returned. *'Name tapes R us' woven name labels are preferred and are available by visiting [www.nametapesrus.com](http://www.nametapesrus.com).*
- (e) Each student must keep his/her locker padlocked at all times.
- (f) Students who ride bicycles *must wear correctly buckled-up bicycle helmets*. Bicycles should be padlocked at all times at School and Secondary students should park their bicycles in the bike compound.
- (g) Students are not permitted to bring radios, radio cassette/CD players/Walkmans, iPods, cameras, video cameras etc. to the School or to any school function without the permission of the Principal or Deputy Principal – Secondary.
- (h) Secondary students must leave their bags in or on lockers. They are not to be carried around the School.
- (i) No money or valuables should be left in desks, bags or changerooms. If students cannot secure their valuables, they should be deposited at the School Office for safekeeping.
- (j) For safety reasons students are not permitted to run in the buildings. Those moving from one building to another between lessons should do so as quickly and quietly as possible. To avoid congestion students should keep to the left in corridors and verandahs.
- (k) Students are *not* allowed to stay in classrooms at recess or lunchtime unless they are under the direct supervision of a teacher.
- (l) No explosives, potentially dangerous materials or offensive weapons may be brought on to the School premises and no missiles of any kind may be thrown or projected.
- (m) School gardens and gardeners'/maintenance equipment should not be touched by students.
- (n) Students are not permitted to climb trees or any buildings/fences on the School property.
- (o) To preserve the lawn, students should avoid as far as possible walking across the lawn as a short cut between classroom blocks. Students should use the concrete paths.
- (p) Any breakage or damage to furniture or any other School property must be reported to the teacher and to the Business Manager. Parents will be charged via Fee Accounts for malicious damage.
- (q) Swearing is not permitted in the School.
- (r) Chewing gum is forbidden.
- (s) There must be no eating in the Library, classrooms or School Hall/Gymnasium.
- (t) Smoking or smoking equipment, drinking alcohol and the use of illegal drugs or the possession of any of the same are strictly forbidden at school or at any school function.
- (u) Students are not permitted to touch safety equipment (fire extinguishers, fire hoses, etc.) except in instances of genuine emergency.

## CO-EDUCATION AND THE CONDUCT OF STUDENTS

The healthy, natural atmosphere is a major attraction of a co-educational school and students form close and lasting friendships.

Both platonic and emotional relationships between the sexes will inevitably develop, but no physical contact of an intimate nature is allowed by students at school, at any school function, when wearing school uniform or while under the jurisdiction of the School.

On School camps no student may enter the sleeping accommodation of the opposite gender.

## BULLYING

Bullying is any on-going, wilful behaviour intended to hurt, injure, threaten or frighten another person.

It can be:

- **Physical** - persistent pushing, hitting, bumping, kicking, obstructing, stealing, damaging or interfering with personal property.
- **Verbal** - persistent threats of violence, name calling, teasing, mocking, belittling, insulting, shouting at, making racist or sexually harassing comments.
- **Written** - persistent threatening or abusive notes, emails, text messages, cyber messages etc.
- **Social/psychological** – persistent episodes of excluding, ignoring, spreading rumours, threatening looks, threatening and aggressive staring, damaging or interfering with personal property etc.

Bullies and bullying thrive in a climate of secrecy and silence and when bullies believe that their actions will not be made known to someone in authority. Doing nothing just exacerbates the situation.

If a student is being bullied, for it to stop, he/she/a parent/friend etc. must tell an adult who they know and trust, (a teacher, Head of House, House Group Teacher, Chaplain, Deputy Principal – Secondary, Deputy Principal – Curriculum, Head of Primary, Deputy Head of Primary), or ask someone to talk to an adult at school on their behalf.

Bullying will not be tolerated at the School and appropriate action will be taken to ensure that it stops.

See Anti-Bullying Flyer – Appendix VI.

## SCHOOL BUILDING FUND

A School Building Fund has been established and all parents are invited to support this programme to develop additional facilities for our students. All donations to the School Building Fund are tax deductible and further information is available by contacting the Business Manager, Ms Anastazjew, at the School Office.

## TEXT BOOKS AND STATIONERY

Text book and stationery lists are issued in Term 4 and are available on the School website. Parents should complete lists by the due date. Lists are all electronic with Campion and should not be returned to the School.

## CAMPS AND EXCURSIONS

In Primary there are camps in Year 5 and Year 6. The Year 5 camp is two (2) nights, three (3) days and Year 6 camp is four (4) nights, five (5) days.

The Year 5 camp is a Leadership and Team Building camp. The intention of this camp is to provide the students with challenges that help to develop their leadership skills and provide the students with opportunities to develop their cooperation skills.

The Year 6 camp is an educational camp to Canberra covering many aspects of the Civics and Citizenship curriculum. This camp includes visits to many of Canberra's attractions and provides opportunities to engage in exciting and engaging activities.

Whole year camps are held for Year 8 students and Year 11 students, and an overnight Orientation Camp is held for Year 7 students.

Attendance at these camps is compulsory for all students. Exemption will be granted only on the supply of a medical certificate.

In addition, students taking Outdoor Education are involved in camps, and excursions are held for various other subjects. Attendance at these activities is compulsory for the students taking these subjects. Exemption will be granted only on the supply of a medical certificate.

Please note that there are certain fixed costs for camps which parents will be required to pay whether a student attends for the full length of the camp or not.

Please also note that on camps or excursions students' private property is not covered by the School's Insurance Policy.

## PARENT INVOLVEMENT

When accepting a place at the School for their son or daughter, parents undertake to assist in practical terms as well as by verbal support.

Involvement may take many varying forms, some of which may be:

1. Outdoor activities, sport, recreation
2. Uniform Shop assistance
3. Camps and outings
4. Special events: sports days, etc.
5. Library assistance
6. In classrooms – assisting in a variety of ways
7. Lending expertise: may be in addressing assembly, class, demonstrating a skill or providing useful information.

In keeping with current Child Protection procedures, it may be necessary for parents to obtain a Working with Children Check and/or to sign a Volunteers Code of Conduct and/or to sign a Confidential Declaration prior to being involved in some activities with the students. Information regarding this will be provided with the specific activity information.

In Primary each class has two parent class representatives to assist the teacher and students in everyday class activities, outings and special events. They also encourage other parental participation and welcome new families to the School.

This additional assistance, in its various forms, provided by the parents is essential in a school such as ours.

## PRIMARY (KINDERGARTEN – YEAR 6) OVERVIEW

### Curriculum: Kindergarten to Year 6

At Frederick Irwin Anglican School we value each student's educational journey and ensure that they are provided with engaging and challenging learning opportunities. Our students are taught using a holistic approach and develop the skills needed to become independent and successful learners. These fundamental abilities allow our students to effectively navigate their academic careers.

We are inclusive and understand the different learning styles and needs of our student population. Our teachers accommodate and collaborate with students and parents allowing them to remain attuned to student learning progress. We celebrate diversity, but encourage personal excellence and achievement. As a student body we are always striving to achieve our potential.

Underpinning all of these values is the 'Walker Learning Approach' which is a pedagogy that the Primary has successfully embraced and worked tirelessly to implement throughout Primary. The Approach is focused on student engagement with child-centred education. The Approach also promotes and encourages inquiry and explorative learning. Our goal is to continue to consolidate this approach throughout the Primary School, promoting independent, successful and responsible learners.

We have embraced the Western Australian Curriculum and have successfully implemented all phases. As the School Curriculum and Standards Authority continues to refine the Curriculum, we will endeavour to continue to develop programs and teaching to encompass its content.

Our Christian values assist us in providing students with classrooms and learning environments which are safe, disciplined and ethical. Education is a dynamic and ongoing process, and as a school community, teachers and students will continue to develop and implement programs of work relevant to 21<sup>st</sup> Century learners.

### Primary House System

The House system is used to develop the feeling of unity and cooperation. It builds school spirit and a sense of community.

These students have additional responsibilities throughout the year supporting the House teachers and student House activities, representing their House at special events and fulfilling leadership duties as required.

Meadow Springs Campus – each House has for 2019:

- House Captain – A boy and a girl from Year 6 for each House

Halls Head Campus – each House has for 2019:

- House Captain – A student from Year 5 or 6 for each House

### House Merit System

A House merit system operates throughout the Primary, in which merits/tokens are awarded to students. These awards are used to reinforce and maintain the Core Values and high academic standard ingrained in the School's culture. Tokens are awarded to students for displaying excellence in any area of their learning, both formal and informal. Our goal is to recognise student achievement, effort and merit, while also building a sense of community and House pride. A blue 'Positive Notice' stamp can also be awarded for superb student merit, which is linked to House merits/tokens.

### Merit Award Tally

A tally of House Merits is organised and kept by the House Captains. A cumulative record is kept, and at the end of each year the winning House is presented with the prestigious House Competition shield.

## THE ORGANISATION OF YEARS KINDERGARTEN – YEAR 6

### Primary Staff

The staff in the Primary consists of Head of Primary and Deputy Head of Primary at our Meadow Springs Campus with a Head of Primary and Deputy Head of Primary at our Halls Head Campus. Early Learning Coordinator, Upper Primary Coordinator, Learning Enrichment Coordinator, classroom teachers, specialist teachers, learning enrichment teachers and education assistants are available across both campuses.

### Classroom Organisation

There are two classes in each year group, Kindergarten to Year 4 and three classes in Year 5 and Year 6 at our Meadow Springs Campus and single stream at our Halls Head Campus.

By 8.30 am all children should be in their classrooms. Students then check the Communication Board (Year 3 – Year 6), organise their belongings for the day's activities, order lunches, hand in their homework and diary, carry out class job rosters for which they may be responsible and discuss any important information with the class teacher. Once these tasks are completed, lessons begin immediately.

### Reporting to Parents

We consider parent-teacher communications vital and have adopted several procedures.

- The Student Diary, owned by each child, has prime importance and is used for recording homework, reminders and teacher and parent notes. The class teacher endeavours to sight the Diary daily as it is the life-line between the school and the home. **Parents should sign this diary daily as recognition that they are aware of the homework set and completed by their child as well as acknowledgement of notes and information contained.**
- **Parent/Teacher Information Sessions** are held early in Term 1. Each class teacher addresses as a group, the parents of the students in their class explaining procedures, routines and policies. **Parents are expected to attend these sessions.**
- Student workbooks are sent home once each term, providing an opportunity for parents to give feedback. There is also an opportunity each semester for parents to visit the school and classrooms.
- Formal reports are provided online for parents at the end of Term 2 and Term 4.
- At the end of Term 1, **Two and Three-Way Conferences** are held. In Semester 2, optional parent/teacher interviews are also offered. Students, parents and teachers all have important roles to play during the three-way conferences. Students demonstrate what they know as they share their achievements and set new learning goals. Parents find out about their children's learning, have the opportunity to ask questions and help make plans to support learning at home. Teachers will talk about the student's learning and any strategies necessary to improve outcomes.
- Seesaw is an electronic platform for sharing learning between the home and school.
- During the year, individual classes hold assemblies followed by morning refreshments, in which parents, teachers and students are invited to come together as a community.



- The children's work is always available in class for parents to view at a suitable time. Parents wishing to discuss their child with the class teacher, specialist teacher or Head of Primary are asked to make an appointment to ensure adequate time is available.

The School endeavours to keep parents informed on an on-going basis and may ask for special interviews with parents to discuss specific issues which may arise.

## **HOMEWORK POLICY AND THE STUDENT DIARY – PRIMARY**

Homework is set in all the primary years as a valuable reinforcement or extension to class work and to enable parents to share in the responsibility for their children's learning.

In the early years, reading is an important part of every child's daily homework programme. Learning to read is a process requiring interaction between parent, student and teacher. Formal, planned reading lessons are only part of the learning-to-read process. Parents can help by giving every encouragement and endeavouring to develop in their child positive attitudes towards reading at every opportunity.

As the student progresses through the primary years other subjects become part of the home-studies programme. Quite often new work presented at school during the day is consolidated in a homework activity at night. However, reading in all its forms, should still occupy a large proportion of the time devoted to homework. Children learn to read by reading and the more they read the better learners they become. Reading is also essential in creating imaginative writers, writers who use a wide vocabulary and writers who can clearly select information and record appropriately.

In the middle and upper years, carefully planned homework is valuable as a gradual introduction to more formal studies, for it is in the primary years that sound study habits are established.

Here are some points which may help you with your children's homework programme:

- set aside a definite time for homework;
- give your children a specific, quiet place to work, away from television and other distractions;
- help them develop a routine involving careful recording of set work in the Diary at school, and systematic checking of the Diary at home;
- if problems occur, by all means help, but try not to get upset if your children do not understand your methods. Parent/student friction over homework produces unfavourable attitudes for all concerned. If you are worried, a few words with the class teacher or a note in the Diary may clarify the matter.

The class teacher sets the homework activities for students in Years 1 - 6 and homework is completed daily. Time allocation develops from approximately 10 - 20 minutes for Year 1 students to 40 minutes for Year 6 students. Reading only homework is set for weekends.

Homework details are written into the Student Diary and parents should sign it each day as confirmation that they have supervised and sighted the homework undertaken and to acknowledge notes written in it.

The Diary is also an important communication between school/home, home/school. Teachers will write to parents and parents to teachers.

## **HOMEWORK POLICY – SECONDARY**

The School supports the view that homework is an integral part of the student's education. Through homework activities students are able to develop the kind of study habits that are essential for intellectual growth and academic achievement.

The type of homework that is set will vary, but will consist of such things as formal written work, specified reading, revision for tests etc., and preparation for a specific class on the following day.

Homework must be completed and submitted by the 'Last Date for Submission'.

Each student has a Student Diary in which he/she can record homework, assignments, tests etc. This enables appropriate planning to avoid a last minute rush to submit work.

The following is a guide as to the average amount of time a student should spend on homework during the week.  
Year 7 Students:

The class teachers set the homework activities for students in Year 7. Time allocation develops from approximately 40 minutes per night. Reading only homework is set for weekends.

Year 8 Students:

1¼ hours per night for five times during the week

[Total: 6¼ hours per week]

Year 9 Students:

1½ hours per night for five times during the week

[Total: 7½ hours per week]

Year 10 Students:

2 hours per night for five times during the week

[Total: 10 hours per week]

Year 11 Students:

3 hours per night for five times during the week

[Total: 15 hours per week]

Year 12 Students:

3 hours per night for six times during the week

[Total: 18 hours per week]

It should be remembered that homework tends to be set with the average student in mind, and it would be unrealistic to expect every student to spend exactly the same time every night. On some occasions, more time may be required and on others less time.

The significant aspect of homework is that students develop a regular pattern of homework, doing it at a similar time each night and not allowing other activities to intrude on this homework time.

A quiet place away from distractions is preferable for completing homework.

## ASSESSMENT POLICY – SECONDARY

At Frederick Irwin there are two levels of policy for the assessment of student work.

The Assessment Policy – Lower Secondary provides the overall general policies for the lower secondary section of the School. The conditions adopted in the policy are in line with the conditions and expectations of the School Curriculum and Standards Authority (SCSA).

The Assessment Policy – Senior Secondary provides the overall general policies for the senior secondary section of the School. The conditions adopted in both levels of policy are in line with the conditions and expectations of the School Curriculum and Standards Authority (SCSA). This policy covers the assessment of all WACE courses.

Copies of both assessment policies are available on the school website in the Teaching and Learning – Secondary – Reporting section.

## EXAMINATIONS – SECONDARY

All students in Year 8 - 11 sit for formal School Examinations in the middle of Term 2 and towards the end of Term 4.

Year 12 students will sit for School Examinations approximately half way through Term 2 and then in the second week of the October school holidays.

Year 12 students will sit external examination in WACE Courses in November.

Specific dates will be given to students and published in the School Newsletter.  
*Please refer to the information on Student Absences during Examinations.*

## CURRICULUM – SECONDARY

### School Curriculum

The School draws its curriculum from the sources mandated by the Western Australian Government, The Western Australian Curriculum and Assessment Outline and WACE courses). Some curriculum is internally derived e.g. Christian/Religious Studies and relates to the School status as an Independent Anglican School within the Anglican Schools Commission.

### House Group and House Period

Every student in the Secondary section of the School is allocated to a House Group (which is known in some other schools as a Form Class). The House Group reflects the House to which the student belongs (for example Arnold 1 has in it students from Years 8-12 from Arnold House).

There is a House Period first thing every morning where the House Group meets with their House Group Teacher.

### Sport and Physical Education

We believe that physical activity is beneficial to all students, and as a consequence, Physical Education is compulsory (unless there are medical reasons for the student not to participate) for all students from Year 7 to Year 12 inclusive.

Changerooms, with hot and cold showers, are provided and there are hall/gymnasium, hard court and oval facilities available for a range of sporting activities. Students are required to have the full sports uniform (including cap or hat, and a towel) to participate in every Physical Education lesson regardless of the weather.

Frederick Irwin is a member of the Associated Catholic Colleges (ACC) Sporting Organisation and students from our School participate in Inter-School Swimming, Athletics and Cross Country Carnivals.

### Christian Studies

As Frederick Irwin is an Anglican School, all students are expected to participate in weekly Christian Studies lessons.

## LOCKERS – SECONDARY

All Secondary students are allocated a Locker and combination lock, for which a \$20.00 deposit is charged, which they can use during their time at School.

A central record of the locker allocation and lock combination is kept by the School. A charge will be made for damage to lockers and damage to or loss of locks. Lockers and their contents may be inspected at any time by the Principal or Deputy Principal – Secondary.

All bags must be placed inside lockers (not on top) and the necessary books carried from class to class. Lockers should be kept locked.

*It is a serious offence for any student to interfere with the lock and/or locker of another student.*

## STUDENT MOTOR VEHICLES POLICY

Permission for students to drive a motor vehicle (including motor cycles, moped or any other motorised vehicle) to and from School is a privilege and is granted under the following guidelines by the Principal to Year 12 students only.

Permission for a student to drive a licensed motor vehicle to school may be withdrawn by the Principal, at any time, for failure to observe the conditions of the policy, or for any other reason the Principal may see fit.

Student Motor Vehicle Policy conditions:

1. Permission for a student to drive a motor vehicle (including motor cycle, moped or any other motorised vehicle) to School is granted by the Principal after the Year 12 student and his/her parent(s) have fully completed and submitted the form: Application to Drive a Motor Vehicle to School.
2. Students who have been granted permission to drive a motor vehicle to School are to park the vehicle (and lock it) in the designated area next to the new Secondary hardcourts near Gordon Road and, before school commences, lodge the keys and sign in at the School Office. The School will not accept responsibility for

the security of student motor vehicles. Students driving motor vehicles to and from School are to enter and leave the school grounds through the Gordon Road entrance.

3. The Motor Vehicle may not be visited by, or used by the student, until the keys are reclaimed and signed out from the School Office after 3.30pm (or with the permission of the Principal or the Deputy Principal - Secondary).
4. Passengers: Students may carry passengers in motor cars etc. but passengers must be registered with the School and must have the written permission of both the parent(s) of the driver and the parent(s) of the passenger. The School will not accept responsibility for either the student driver or the passenger(s). With the exception of brothers and sisters of the authorised car driver, the only passengers who will be authorised by the School will be currently enrolled Year 12 Frederick Irwin students.

Student drivers are not permitted to carry casual passengers at any time.

5. Motor vehicles may not be driven to school excursions, extra-curricular activities, camps etc. without the permission of the Principal or the Deputy Principal – Secondary.
6. Students of Frederick Irwin are required to drive a motor vehicle in accordance with traffic and road laws and regulations, in a safe manner and in such a way that reflects favourably on the School.
7. Motor vehicles driven to School by Frederick Irwin students must be maintained in a safe, roadworthy condition. Offensive or inappropriate stickers are not to be displayed on students' motor vehicles.
8. No student motor vehicles are to be driven to School on the last day of class attendance for Year 12 students.

Failure to observe the above conditions will result in the withdrawal (for a period of time or permanently) by the Principal of permission to drive a Motor Vehicle to School.

## **MOBILE PHONE POLICY**

### **PRIMARY – KINDERGARTEN TO YEAR 2 POLICY**

- Students are not permitted to bring mobile phones to school.
- The School acknowledges that there are special circumstances for which parents may wish their child to carry a mobile phone; namely to increase the security of their journey to and from school. Parents for whom these circumstances apply are requested to make special application in writing to the Head of Primary.
- When permission has been granted for mobile phones to be brought to school, the following apply:
  - They are to be turned off during the school day;
  - They are not to be used during the school day for any purpose whatsoever;
  - The School does not permit the use of photographic, video or sound recording features of mobile phones at school under any circumstances;
  - The security of the mobile phone is the responsibility of the student – phones must be kept in a secure school bag OR handed in to the Classroom Teacher or Primary Reception to be stored in a secure place during the school day.
- Students are not permitted to take mobile phones on school camps.
- The School does not accept responsibility for mobile phones that are lost nor does it have the resources to conduct investigations into misplaced or stolen phones.
- If parents need to contact their son/daughter during the school day then contact must be made through Primary Reception.
- If a student needs to contact his/her parent during the school day he/she can do so through Primary Reception.

### **PRIMARY – YEARS 3 TO 6 POLICY**

- While we prefer that students do not bring mobile phones to school, the School acknowledges that there are special circumstances for which parents may wish their child to carry a mobile phone, namely to increase the security of their journey to and from school.
- For students who bring mobile phones to school the following apply:
  - They are to be turned off during the school day;
  - They are not to be used during the school day for any purpose whatsoever;
  - The School does not condone the use of photographic, video or sound recording features of mobile phones at school under any circumstances;

- The security of the mobile phone is the responsibility of the student – phones must be kept in a secure school bag or handed in to the Classroom Teacher or Primary Reception to be stored in a secure place during the school day.
- Students are not permitted to take mobile phones on school camps.
- The School does not accept responsibility for mobile phones that are lost nor does it have the resources to conduct investigations into misplaced or stolen phones.
- If parents need to contact their son/daughter during the school day then contact must be made through Primary Reception.
- If a student needs to contact his/her parent during the school day he/she can do so through Primary Reception.

## **SECONDARY – YEARS 7 TO 12 POLICY**

- While we prefer that students do not bring mobile phones to school, the School acknowledges that there are special circumstances for which parents may wish their child to carry a mobile phone, namely to increase the security of their journey to and from school.
- For students who bring mobile phones to school the following apply:
  - They are to be turned off during the school day;
  - They are not to be used during the school day for any purpose whatsoever;
  - The School does not condone the use of photographic, video or sound recording features of mobile phones at school under any circumstances;
  - The security of the mobile phone is the responsibility of the student – phones must be switched off on arrival at school, locked in the student's locker OR handed in to Student Administration to be stored in a secure place during the school day.
- The School does not accept responsibility for mobile phones that are lost nor does it have the resources to conduct investigations into misplaced or stolen phones.
- If parents need to contact their son/daughter during the school day then contact must be made through Student Administration.
- If a student needs to contact his/her parent during the school day he/she can do so through Student Administration.

**Students are NOT permitted to take mobile phones on school camps.**

## **UNIFORM POLICY**

### **1. PREAMBLE**

The Frederick Irwin Anglican School uniform has been designed to develop a school identity and to give students a sense of pride and belonging. The maintenance of dress standards is a shared responsibility amongst staff, students and parents.

It is expected that students wear the uniform correctly when attending school and when travelling to and from school. The uniform must be kept clean, well-pressed, in good condition and free from stains or marks. School shoes should be polished and sports shoes are to be kept clean.

There is a requirement that the dress and personal grooming of our students will reflect the high standards expected, particularly when students are seen in uniform in the wider community.

Any student whose appearance is contrary to the dress and personal grooming requirements may be sent home until such time as their appearance meets the expectation of the School.

### **2. GENERAL GUIDELINES**

- 2.1 Kindergarten – Year 2 students wear their sports uniform every day.
- 2.2 Year 3 – Year 4 students wear a combination of school uniform and sports uniform.
- 2.3 Year 5 – Year 12 students must wear the school uniform to and from school every day (except special days). When sports uniform is required, students must use a School sports bag to carry their sports uniform and they must change at school. Students are not permitted to mix the school uniform and sports uniform.
- 2.4 Winter uniform is worn in Terms 2 and 3. Summer uniform is worn in Terms 1 and 4.
- 2.5 Minimum dress and skirt length for girls must be such that it reaches the knee.



- 2.6 School uniform shirts should be tucked into shorts, skirts or trousers.
- 2.7 When the tie is worn, all buttons of the shirt should be done up and the tie tightened around the collar.
- 2.8 In cold or wet weather, students in Kindergarten – Year 4 may wear the school yellow raincoat, and Years 5 – 12 the dark green school shower-proof jacket, to and from school.
- 2.9 A school blazer is a compulsory item of the winter uniform for Secondary students. Students must wear their blazer when they are outside of the school, to and from school, for Chapel, assembly and other services.
- 2.10 A Frederick Irwin School backpack must be used to carry books and other personal property to and from School.
- 2.11 Children cycling to school must wear approved, correctly buckled bicycle helmets (gold or white preferred) and bikes must be roadworthy. Bike racks are provided and bikes must be locked. In the interests of safety, 'double dinkying' is not permitted.  
  
It is recommended that if it is necessary for children younger than Year 4 to ride to school they must be accompanied by an adult or a Secondary aged brother or sister. A copy of the Police information leaflet 'Children in Traffic' is available from the School Office.
- 2.12 All items of clothing/personal equipment must be clearly labelled with student's full name.
- 2.13 All uniform items, except shoes are available from the School Uniform Shop.

### **3. HAIR**

- 3.1 Hair styles for both boys and girls should be neat and conservative.
- 3.2 Hair must be a natural colour. Any tints or dyes must be discrete, look natural and must not detract from the high standards required for personal grooming.
- 3.3 Fringes should not hang across the eyes or face, nor should they interfere when a student is working. They should not extend past the centre of the forehead.
- 3.4 Girls with hair longer than the top of the shirt collar must have it tied back in a ponytail, bun or plait(s) using bottle green hair scrunchies, bottle green alice bands, bottle green head bands, clips, elastics (thin green and wide black) or bottle green elastics with bows. A hair band alone is not sufficient. In addition to ribbons, scrunchies etc. hair combs can be used but they must be clear, black or brown.
- 3.5 Girls with hair shorter than the top of the shirt collar must not allow it to hang forward when they are working. The hair should be kept back with black, clear or brown hair combs, hair clips or a plain dark green band.
- 3.6 Any scrunchie, hair band, hair slide, hair comb, or hair clip etc. other than those mentioned above is not permitted. Black scrunchies are not permitted nor are silver clips.
- 3.7 Boys' hair should be kept short and above the top of the shirt collar. Hanging locks of hair in any form are not permitted. Gel, mousse or wax is not permitted.
- 3.8 Boys' hair should not be excessively layered, and the contrast between the shorter layer around the lower part, and the longer upper part should be kept to a minimum. For example, a very short lower and a longer and/or thicker top part is not acceptable. Flat tops, undercuts, tracks or any other patterns in the hair are not permitted, nor is excessively short hair acceptable.
- 3.9 Boys' faces should be clean shaven. Sideburns should not extend beyond the centre of the ear.
- 3.10 The acceptability of any hairstyle/colour is at the discretion of the Principal and students will be expected to adjust their hairstyle/colour without question if required.

#### **4. APPEARANCE AND COSMETICS**

- 4.1 Students may not alter or enhance their appearance by artificial means. This includes the following (but is not an exhaustive list): hair extensions, eyelash extensions, fake tans or false nails.
- 4.2 Make-up and nail polish are not permitted. Fingernails must be kept short.

#### **5. JEWELLERY**

- 5.1 Girls with pierced ears are permitted to wear one pair of plain, gold or silver studs (no jewels) or sleepers (one in each earlobe). Clear plastic spacers are not permitted in pierced holes.
- 5.2 Boys are not permitted to wear earrings or clear plastic spacer etc.
- 5.3 Boys and girls are permitted to wear a plain wrist watch. They may wear a medic alert bracelet or necklace if applicable.
- 5.4 Students are not permitted to have any tattoos that are visible, nor are they permitted to have any visible body piercing including tongue piercing (except pierced ears for girls).

#### **6. SHOES**

- 6.1 School Shoes for both boys and girls should be plain, black leather lace-up (college style) shoes with black eyelets.
- 6.2 The following are NOT acceptable and should not be bought for school wear: suede shoes, shoes with a very thick sole buckle-up shoes, shoes with a metal piece in front to hold laces rather than black eyelets, shoes with stitching coloured other than black, formal dress shoes.
- 6.3 Please note the girls' school shoes with a heel higher than 2.5 – 3.0cm are not permitted. Girls will not be allowed to wear shoes with a higher heel; and parents should not purchase new shoes with a higher heel in the expectation that girls will be permitted to wear them to school. This measurement includes the sole. Ballet style shoes with a thin sole are not permitted.

#### **7. SPORTS SHOES**

- 7.1 Students in Kindergarten – Year 4 will be expected to wear sports shoes that are predominantly white. Parents should not purchase non-white shoes in the expectation that students will be permitted to wear them.
- 7.2 Students in Years 5 – 12 may wear running shoes or cross-training shoes of any colour. A conservative style and colour (preferably predominantly white) is encouraged.
- 7.3 Please be aware that Dunlop Volley sports shoes are not considered appropriate for Physical Education at School.
- 7.4 As students will be using the Gymnasium, only sports shoes with white soles, or soles that do not mark the floor, will be permitted.

#### **8. BATHERS**

- 8.1 School bathers are an official part of the School Uniform students.
- 8.2 All students competing in Inter-House and Inter-School Swimming Carnivals are required to wear School Bathers.

#### **9. HOUSE COLOURS**

<b>Arnold</b>	–	Teal	<b>Gordon</b>	–	Mid Green
<b>Barrett</b>	–	Purple	<b>Jamieson</b>	–	Royal Blue
<b>Ellis</b>	–	Marle Grey	<b>Rose</b>	–	Red

## **10.1 PRIMARY STUDENTS**

**Kindergarten students wear the Sports Uniform every day.**

**Girls: All year**

- Bottle green school sports shorts/skort
- Gold school sports polo shirt with crest
- House sports polo shirt with crest
- Gold school skivvy with crest (optional)
- Bottle green or black briefs (girls only)
- Bottle green school track suit
- Polar fleece jacket/vest with crest (optional)
- Green school legionnaire's cap
- Plain white sports shoes (velcro)
- School sports socks
- School backpack with crest
- Yellow raincoat (plain)
- Art smock
- Library bag
- Sports bag

**Boys: All year**

- Bottle green school sports shorts
- Gold school sports polo shirt with crest
- House sports polo shirt with crest
- Gold school skivvy with crest (optional)
- Bottle green school track suit
- Polar fleece jacket/vest with crest (optional)
- Green school legionnaire's cap
- Plain white sports shoes (velcro)
- School sports socks
- School backpack with crest
- Yellow raincoat (plain)
- Art smock
- Library bag
- Sports bag

**Pre-Primary, Year 1, Year 2**

**Girls: All year**

- Bottle green school sports shorts/skort
- Gold school sports polo shirt with crest
- House sports polo shirt with crest
- Gold school skivvy with crest (optional)
- Bottle green or black briefs
- Bottle green school track suit
- Polar fleece jacket/vest with crest (optional)
- Green school legionnaire's cap (Pre-Primary)
- Green school legionnaire's cap or green slouch hat (Year 1 and Year 2)
- School sports socks
- Plain white lace-up sports shoes
- School back pack with crest
- Yellow raincoat (plain)
- Library bag
- Homework bag
- Art smock
- Junior sports bag

**Boys: All year**

- Bottle green school sports shorts
- gold school sports polo shirt with crest
- House sports polo shirt with crest
- Gold school skivvy with crest (optional)
- Bottle green school track suit
- Polar fleece jacket/vest with crest (optional)

Green school legionnaire's cap (Pre-Primary)  
Green school legionnaire's cap or green slouch hat (Year 1 and Year 2)  
School sports socks  
Plain white lace-up sports shoes  
school back pack with crest  
Yellow raincoat (plain)  
Library bag  
Homework bag  
Art smock  
Junior sports bag

### **Primary Years 3 – 6**

#### **Girls' Summer: Terms 1 and 4**

Green/white checked school dress with crest  
White turnover top ankle socks (not long socks pushed down, or thick weave crew sports socks)  
Bottle green woollen school jumper with crest or bottle green woollen sleeveless school jumper with crest  
Bottle green or black briefs  
Green school slouch hat or green school legionnaire's cap  
Plain black leather lace-up shoes (please see Point 6)  
School backpack with crest  
Library bag  
Homework bag

#### **Girls' Winter: Terms 2 and 3**

Light green school shirt with crest  
Gordon tartan school skirt or double knee trousers  
Gordon tartan school primary tie  
Bottle green woollen school jumper with crest, or bottle green woollen sleeveless school jumper with crest  
Bottle green or black briefs  
Long white socks, plain with turnover at top and garters (to keep long socks up) or thick cotton black stockings/tights  
Plain black leather lace-up shoes (please see Point 6)  
Polar fleece jacket/vest with crest (optional)  
Plain yellow raincoat (Year 3 and Year 4)  
School green showerproof jacket (Year 5 – Year 6)  
Green school slouch hat or green school legionnaire's cap  
School backpack with crest  
Library bag  
Homework bag

#### **Girls' Sports:**

Gold school sports polo shirt with crest  
House sports polo shirt with crest  
Bottle green school sports shorts/skort  
School sports socks  
White sports shoes (if trimmed, trim must be minimal) (please see Point 7)  
Bottle green school track suit (Year 3 – Year 6)  
Bottle green or black sports briefs  
Green school slouch hat or green legionnaire's cap  
Junior school sports bag (Year 3 – Year 4)  
Square school sports bag (Year 5 +)

#### **Boys' Summer: Terms 1 and 4**

Light green school shirt with crest  
Bottle green woollen school jumper with crest or bottle green woollen sleeveless school jumper with crest  
Short grey striped ankle socks  
Plain black leather lace-up shoes (please see Point 6)  
Green school slouch hat or green school legionnaire's cap  
School back pack with crest  
Library bag  
Homework bag

**Boys' Winter: Terms 2 and 3**

Light green school shirt with crest  
College grey winter shorts or double knee trousers  
Long grey school socks and garters with winter shorts  
Short grey striped ankle socks (with trousers)  
Gordon tartan primary school tie  
Bottle green woollen school jumper with crest or bottle green woollen sleeveless school jumper with crest  
Plain black leather lace-up shoes (please see Point 6)  
Polar fleece jacket/vest with crest (optional)  
Plain yellow raincoat or school green showerproof jacket (Year 5+)  
Green school slouch hat or green school legionnaire's cap  
School back pack with crest  
Library bag  
Homework bag

**Boys' Sports:**

Gold school sports polo shirt with crest  
House sports polo shirt with crest  
Bottle green school sports shorts  
School sports socks  
White sports shoes (if trimmed, trim must be minimal) (please see Point 7)  
Bottle green school track suit (Year 3 – Year 6)  
Green school slouch hat or green school legionnaire's cap  
Junior school sports bag (Year 3 – Year 4)  
Square school sports bag (Year 5 +)

**School Track Suit: Primary**

All students (Years 3 – 6) may purchase the Secondary tracksuit without cap. Caps are not permitted until Year 7.

**10.2 SECONDARY STUDENTS****Girls' Summer: Terms 1 and 4**

Green/white checked school dress with crest  
White turnover top ankle socks (not long socks pushed down, or thick weave crew sports socks)  
Bottle green woollen school jumper with crest, or bottle green woollen sleeveless school jumper with crest  
Bottle green or black briefs  
Plain black leather lace-up shoes (please see Point 6)  
School back pack  
School sports cap

**Girls' Winter: Term 2 and 3**

School blazer  
Light green school shirt with crest  
Gordon tartan school skirt or long grey drop-waist winter trousers  
Gordon tartan school tie  
Bottle green or black briefs  
Bottle green woollen school jumper with crest, or bottle green woollen sleeveless school jumper with crest  
Black stockings (at least 70 denier) with the skirt or school ankle grey socks with the long trousers  
Plain black leather lace up shoes (please see Point 6)  
School dark green showerproof jacket  
School back pack  
School polar fleece jacket or school polar fleece vest (optional)

**Girls' Sports: All Year**

Green/gold school sports polo shirt with crest  
House sports polo shirt with crest  
Bottle green school sports shorts  
School sports socks



White sports shoes (if trimmed, trim must be minimal) (please see Point 7)  
Bottle green and gold sports school track jacket  
Bottle green and gold sports school track pants  
Bottle green or black sports briefs  
School sports cap  
Bottle green and gold school bathers (compulsory)  
Crop top available for under bathers  
School rashie (optional, but must be school rashie)  
School sports bag  
Towel (optional)

**Boys' Summer: Terms 1 and 4**

Light green school shirt with crest  
College grey summer school shorts  
Bottle green woollen school jumper with crest, or bottle green woollen sleeveless school jumper with crest  
Short grey ankle socks  
Plain black leather lace up shoes (please see Point 6)  
School back pack  
School sports cap or school slouch hat  
School summer trousers (Years 11 and 12 only)

**Boys' Winter: Terms 2 and 3**

School blazer  
Light green school shirt with crest  
Long college grey winter trousers  
Gordon tartan school tie  
Bottle green woollen school jumper with crest, or bottle green woollen sleeveless school jumper with crest  
Plain black leather belt  
Grey socks  
Plain black leather lace-up shoes (please see Point 6)  
School dark green showerproof jacket  
School back pack  
School polar fleece jacket or school polar fleece vest (optional)

**Boys' Sports: All Year**

Green/gold school sports polo shirt with crest  
House sports polo shirt with crest  
School sports socks  
White sports shoes (if trimmed, trim must be minimal) (please see Point 7)  
Bottle green and gold sports school track jacket  
Bottle green and gold sports school track pants  
School sports cap  
Bottle green and gold school bathers  
School rashie (optional, but must be school rashie)  
School sports bag  
Towel (optional)

## HAT/CAP POLICY

In keeping with current practice on protection from the sun, the School policy on hats/caps for Secondary students is as follows:

**Physical Education:** A school sport cap/slouch hat must be worn to every Physical Education lesson all year.

Students are permitted, advised and encouraged to wear their school sport cap/slouch hat at any time during the school day and school year except when inside a classroom.

Students are encouraged to wear 30+ sunscreen when exposed to sunlight. Sunscreen is freely available from the School Office and from the Physical Education Office.

The Primary section of the School has a 'No hat, No play' policy which applies all year and students are required to wear a hat during all outdoor activities.

The types of hats that are acceptable under this policy are the green school slouch hat or green school legionnaire's cap. The School sports cap is **not** part of the Primary uniform.

## FAMILY COURT ORDERS

It is the responsibility of parents to provide the School with a copy of any current Family Court Orders, parenting plans registered with the Family Court or restraining orders, and to provide the School with any subsequent variations to these. The School can comply with such orders only if we have current copies of registered orders.

## NEWSLETTER

Parents are sent a link to the newsletter via email, and by Skoolbag notification, every three weeks when distributed to the school community.

Should parents wish to access the newsletter without using the email link:

1. Visit the School website [www.frederickirwin.wa.edu.au](http://www.frederickirwin.wa.edu.au);
2. Click on the 'School Newsletter' green button on the home page;
3. Click on 'Download Issue'

Please note that the previous Newsletters are available for display through the 'Sort By – School Newsletter' option: <http://www.frederickirwin.wa.edu.au/news/school-newsletter/>

## GENERAL INFORMATION

School Office Hours – Meadow Springs: 8.00am to 4.30pm, Monday to Thursday  
8.00am to 4.00pm, Friday

Telephone: 9537 0000  
Facsimile: 9537 0099  
Website: [www.frederickirwin.wa.edu.au](http://www.frederickirwin.wa.edu.au)  
Email: [admin@frederickirwin.wa.edu.au](mailto:admin@frederickirwin.wa.edu.au)

School Office Hours – Halls Head: 8.00am to 4.30pm, Monday to Thursday  
8.00am to 4.00pm, Friday

Telephone: 6558 1207  
Facsimile: 9537 0099  
Website: [www.frederickirwin.wa.edu.au](http://www.frederickirwin.wa.edu.au)  
Email: [admin@frederickirwin.wa.edu.au](mailto:admin@frederickirwin.wa.edu.au)

Parents are asked to notify the School Office promptly of any changes of address, telephone number (home or business) or any other relevant family details.

## UNIFORM SHOP

Meadow Springs Campus: Mondays 12.30pm – 3.30pm  
Tuesdays 8.00am – 12.00noon  
Thursdays 8.00am – 12.00noon  
Fridays 12.30pm – 3.30pm

Halls Head Campus: Monday 8.00am – 9.30am  
Thursday 2.00pm – 3.30pm

These times may change and parents will be advised through the Newsletter.

The Uniform Shop is operated by the School and run by a Supervisor, Mrs Jan Burbidge, supported by the Assistant, Mrs Kelly Flugge, and a volunteer rostered group of parents. Please co-operate with them, especially at busy times or when items are not readily available.

## CANTEEN

Our Canteen is operated by Alliance Catering who service both campuses. Online ordering is available to both campuses. Information on online ordering can be found on the School website: [www.frederickirwin.wa.edu.au](http://www.frederickirwin.wa.edu.au) → School Community → Canteen

### Meadow Springs

The Canteen is open during term time for breakfast (from 8.00am), at recess and lunchtime at the Meadow Springs campus.

Primary students must have their lunch orders ready in their class order esky before school starts. The canteen orders will be collected from the canteen drop off area by class representatives at lunch time and taken to the classroom. Staff supervise the students while eating lunch.

### Halls Head

Order must be placed via the online ordering system for Halls Head campus lunch orders.

Price lists are available from the Canteen and are published in the School Newsletter and on the school website.

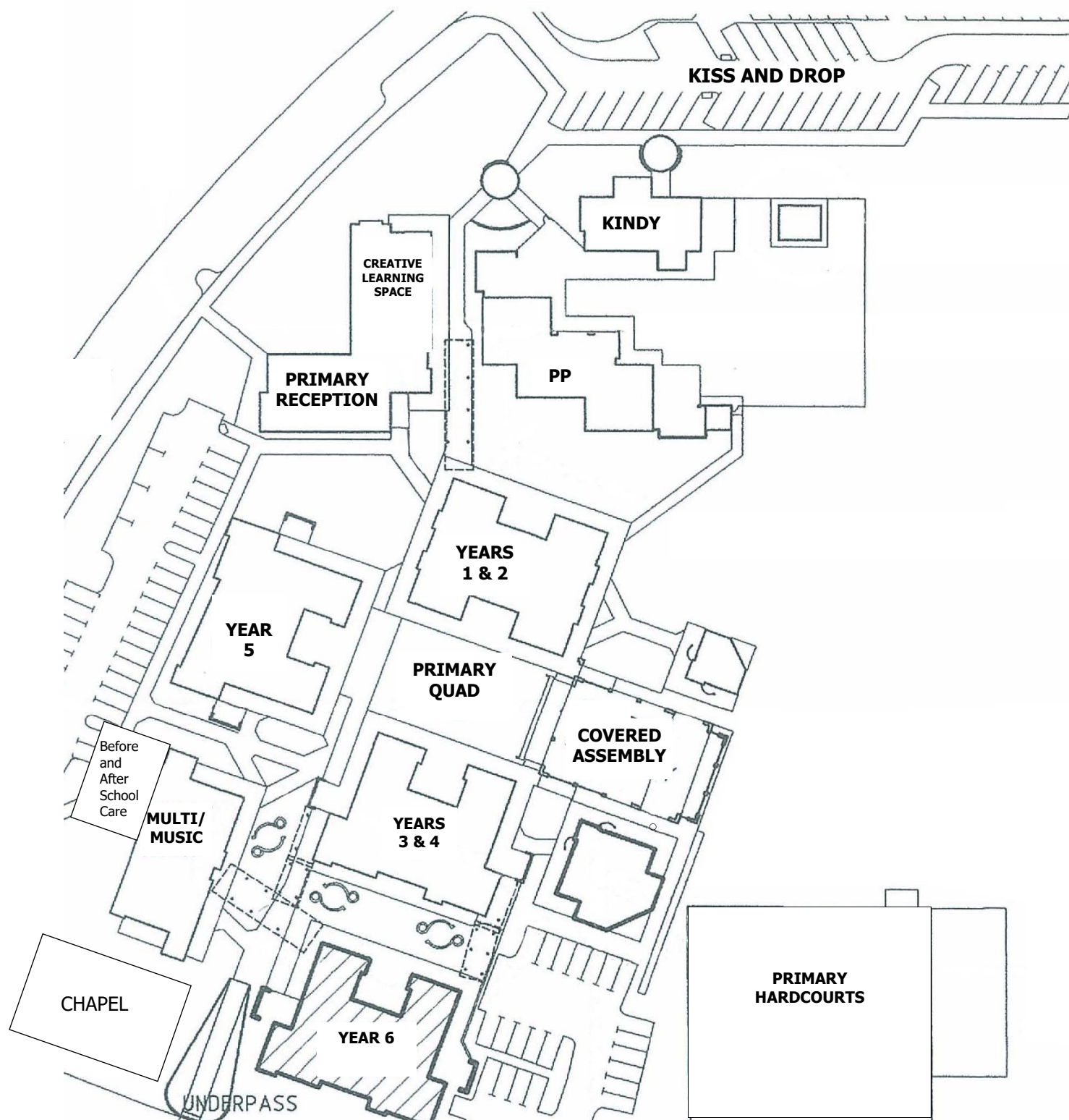
## DISPUTES AND COMPLAINTS

We have in place a policy to resolve disputes and complaints that may arise from time to time in the school community. It is designed to resolve conflict in an appropriate and satisfactory way, and is written with the understanding and experience that, in most cases, matters are best resolved at the school level. A copy of the policy may be obtained from the school website.

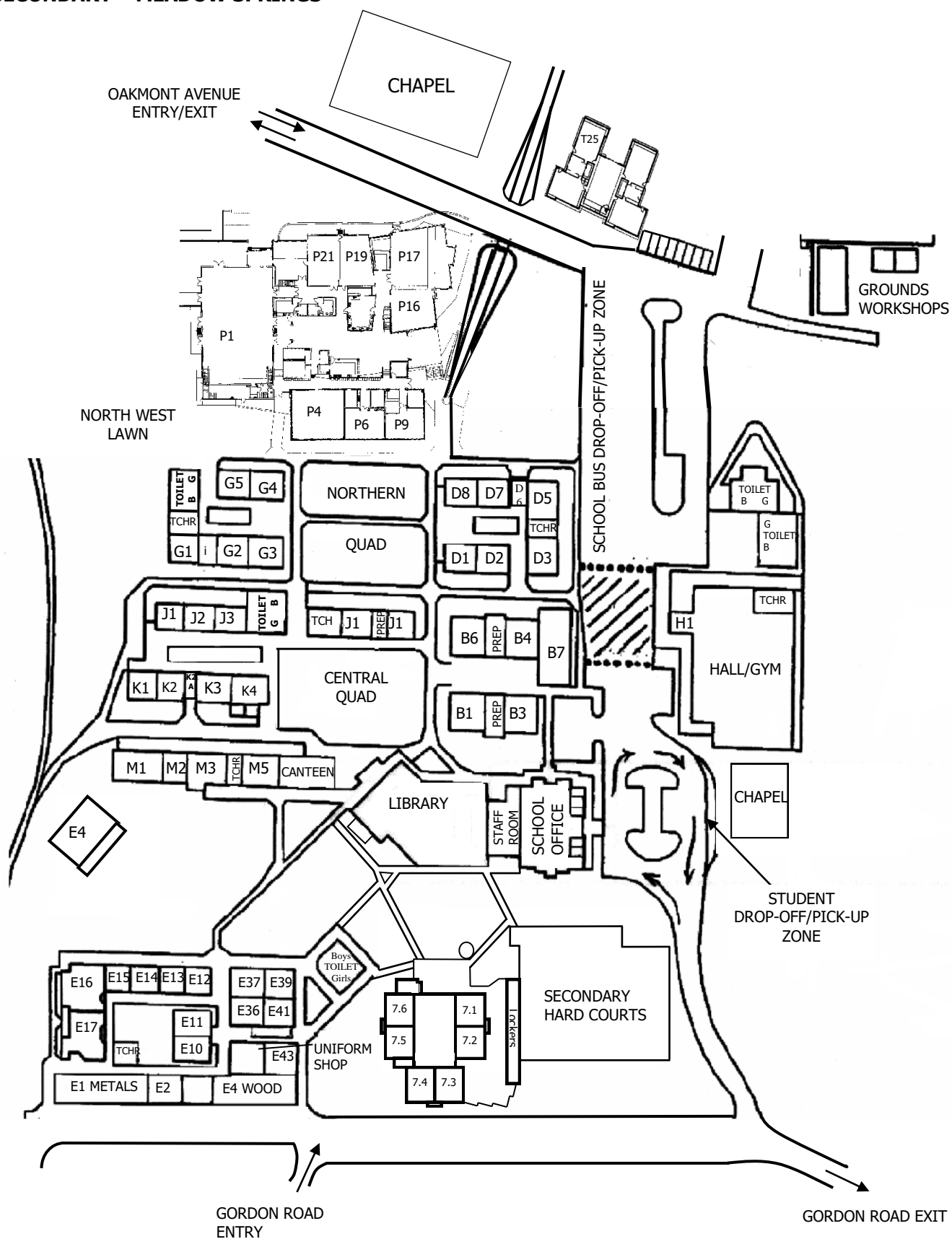
See Appendix 2 for Flow Chart.

## MAP OF SCHOOL BUILDINGS

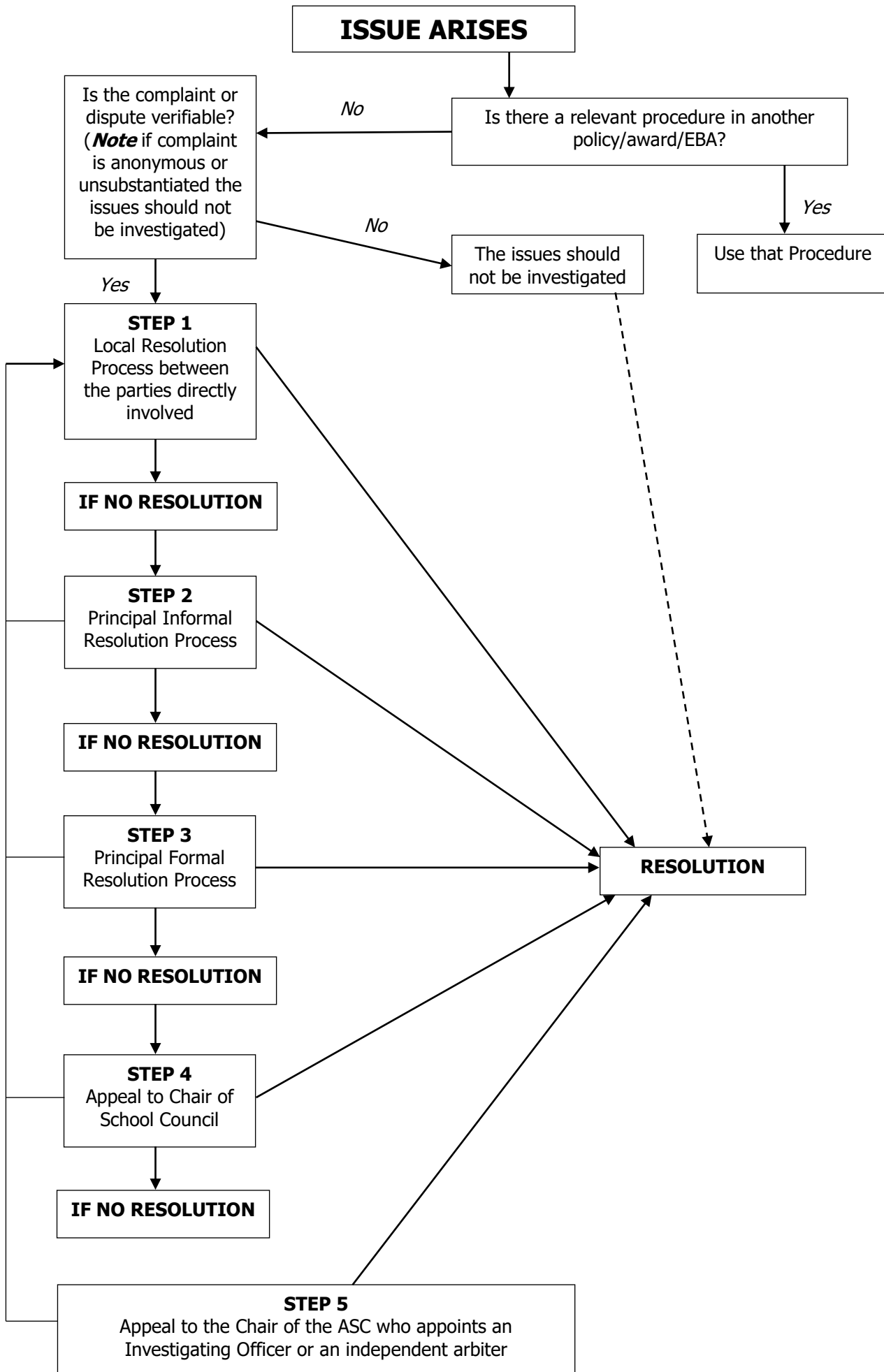
## PRIMARY – MEADOW SPRINGS



## SECONDARY – MEADOW SPRINGS



## DISPUTE AND COMPLAINT RESOLUTION FLOW CHART





## SCHOOL SPORTING TEAMS – PRIMARY

### Teams and Use of School Facilities

Students involved in sporting activities are encouraged to contribute to the sporting culture of Frederick Irwin Anglican School and become involved in and play with teams that represent the School.

All sporting teams who wish to use school facilities to either train or play must complete and return a facilities booking form to Primary Reception.

Teams which represent Frederick Irwin Anglican School will be given priority in the use of the school facilities for both training and playing.

Students involved in teams, which are not organised through the School or are not representing the School, and who wish to use School facilities for training, or playing, need to obtain permission from Head of Health and Physical Education, Mr Skeggs, or Head of Primary, Mrs Skehan.

### Coaching

We have many parents / friends / staff who volunteer their time to coach/manage our sporting teams throughout the year. Some of these people give their time during both summer and winter seasons. However, we would like to increase the number of parents who get involved in our vast sporting programme. Offering to assist a coach, in a variety of ways, at different times during a season is a good way to start. We have many parents who show an interest in their child's sport by turning up to training / games every week but who do not get involved further than this level. Many of these parents do not offer to coach as they do not feel they know enough about the game. There is no better way to learn than to get involved. The earlier you get involved the easier it will be as in the early stages of most sports there is little expertise required (you can learn as you go). Another easy way to learn is to offer to assist the person who has already taken on the responsibility of coaching. You may then be able to help out in a bigger way the following years. There may come a time when your child's team does not have a coach. If this occurs then the team cannot be entered into a competition. Please take the opportunity to learn about your child's sport(s) before you find yourself in a position of having to coach just so your child can play. Our sporting teams only exist because of the time and effort some people put into them. This time and effort needs to be spread over a larger parental group than at present if our many teams are to continue playing in organised sport. Take the opportunity to learn now so that you can get involved.

**Note to Coaches:** Please ensure that children get equal play time during games and the opportunity to play in a variety of positions. This means you should not have the same children sitting out each week. If the coach is not the parent of a child enrolled at Frederick Irwin, he/she is required to have a Working With Children Check. Details are available from the website [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

### Selection of Primary Sporting Teams

The following will be used as a guide to the composition / selection of Frederick Irwin school-based teams:

- Teams will be divided / selected by the Physical Education specialist.
- It is possible that the teams from one season to the next will be quite different.
- The composition of a team the previous season may have no bearing on a new / current season.
- If the competition is 'graded' then team selection will, where possible, be based on ability.
- If the competition is not graded or we have more than one team in the same competition then teams will be made as equal as possible.
- Teams may be selected on ability if playing above their year / age group even if we have other teams already in that year / age level.
- Swimming, cross country and athletic teams will be selected on carnival performances (with possible exceptions due to illness, injury or unavoidable absences).
- As the above conditions apply please do not ask to have the same team / coach from one season to the next.

### Cancellation of Training Due to Bad Weather

If your child is a member of a team that trains after school then the following needs to apply:

- the coach needs to ring the School as early as possible when cancelling training (before 1.30pm)
- there needs to be a **pre-organised procedure** in place for your child to follow if training is cancelled. This means you need to organise with your child what to do if training is cancelled. It is not practical for children to use the phone or for the School to ring parents as we may have as many as 80 children involved in training on any one day. This may mean children will need to have bus passes just in case training is cancelled or at least know what they are to do, without making phone calls.
- parents can ring the School to find out if training has been cancelled, although if a pre-organised procedure is in place this should be kept to an absolute minimum.

Some of our teams will train regardless of the weather, and some will choose to do theory/tactics sessions in classrooms.

## CODES OF CONDUCT – SCHOOL SPORTING TEAMS

As members of the Frederick Irwin community participating in junior sport, it is imperative that we pursue a common 'Code of Behaviour' that always reflects favourably on Frederick Irwin Anglican School.

To help achieve this we have adopted 'Codes of Behaviour' from the Aussie Sports programme. These codes reflect the policy of ACHPER (Australian Council for Health, Physical Education and Recreation). They are guidelines only but should be endorsed as a minimum standard for members of our school community.

Outlined below are 'Codes of Behaviour' for players and parents. Please ensure you allow some time to sit down with your child/children and go through each point on both lists.

PLAYERS' Code of Conduct	PARENTS' Code of Conduct
<ol style="list-style-type: none"> <li>1. Play by the rules</li> <li>2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.</li> <li>3. Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.</li> <li>4. Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.</li> <li>5. Be a good sport. Applaud all good plays whether they be by your team or the opposition.</li> <li>6. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.</li> <li>7. Cooperate with your coach, team mates and opponents. Without them there would be no competition.</li> <li>8. Play for the fun of it, and not just to please parents and coaches.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remember that children play sport for their enjoyment, not yours.</li> <li>2. Encourage children to participate, do not force them.</li> <li>3. Focus on the child's efforts and performance rather than winning or losing.</li> <li>4. Encourage children to always participate according to the rules.</li> <li>5. Never ridicule or yell at a child for making a mistake or losing a game.</li> <li>6. Remember that children learn best by example. Applaud good plays by all teams.</li> <li>7. Support all efforts to remove verbal and physical abuse from sporting activities.</li> <li>8. Respect officials' decisions and teach children to do likewise.</li> <li>9. Show appreciation of volunteer coaches, officials and administrators. Without them, your child could not participate.</li> </ol>

## HEAD LICE POLICY

### INTRODUCTION

Frederick Irwin Primary has developed, in consultation with the teachers, the School Nurse and the Department of Health, the following Head Lice Policy. The aim of this Policy is to ensure a consistent, coordinated and cooperative approach to managing head lice in the school community.

### ROLES AND RESPONSIBILITIES

#### The Parents' responsibilities are:

- To learn about head lice infestation and management by reading the Department of Health's *Head Lice Fact Sheet*;
- To regularly check their child's hair for head lice infestation;
- To immediately check their child's hair for head lice when notified of head lice being found in another child's hair.
- To treat their child's hair immediately if the child has head lice, using the advice in the *Head Lice Fact Sheet*;
- To inform the School and other contacts if their child has a head lice infestation, and to confirm that treatment has commenced.

#### The Community (School) Nurse's role is:

- To provide information, advice and education to parents and the School community about head lice management;
- To provide additional assistance for families experiencing persistent head lice infestation;
- To provide additional education about head lice management.

#### The School's responsibility is:

- To develop, implement and maintain a head lice management policy and to have it available upon request.

### WHAT HAPPENS WHEN A CHILD IS FOUND TO HAVE HEAD LICE?

The School undertakes the following steps to ensure a clearly defined process is followed when a child is found to have head lice:

#### Day 1:

- The student is given a brief, age-appropriate explanation about head lice.
- Parents of a child found to have head lice are notified by phone of their child's condition.
- A *Letter to Parents* of a child found to have head lice is sent home with the student at the end of the day. The *Letter* informs the parents that their child has head lice and advises them that, as required by the *School Education Act*, the child must commence head lice treatment before returning to school. A copy of the Department of Health's *Head Lice Fact Sheet* [or, copy of 'How to check effectively for head lice'] is enclosed with this letter.
- Parents of the other students in the class are sent an information letter on the same day, asking them to check their child's hair for head lice and advising them how to do this more effectively, using the Department of Health recommended hair conditioner method.

#### Day 2:

- Once treatment has commenced, the parent should send the child back to school with the completed 'Confirmation of Treatment' tear-off section of the letter.
- If the tear-off section of the *Letter to Parents*, or similar note, is not returned and the student is not able to confirm that treatment has commenced, the Head of Primary or delegate will contact the parent to check that they have received the *Letter* and the *Head Lice Fact Sheet*.
- If the *Letter* and *Head Lice Fact Sheet* have been received but no treatment has started, the parents will be asked if they are experiencing any difficulty. Appropriate assistance will be offered if the parent is experiencing difficulty, e.g. financial hardship or literacy or language difficulty.
- If the parent has no particular difficulty, a clear reminder will be given to the parent regarding their responsibility to the child and the school community. The parent will be advised that the child should not return to School until treatment has begun and a note is returned with the child to confirm this.

## ADDITIONAL KEY POINTS:

### Recommended treatments

- The School advises that parents should use the Department of Health's recommended treatment as described in the *Head Lice Fact Sheet*. The 10-Day Hair Conditioner Treatment is the Department's preferred treatment. However, parents who wish to use insecticide treatment should do so according to the Department's instructions in the *Head Lice Fact Sheet*, as labelling on some head lice products may be unclear or even inaccurate.

### Exclusion of a student from school

- Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal or delegate until treatment has begun and all live head lice are being removed, in accordance with the Department of Health treatment advice. In practice, this means children can return to School the morning after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion.
- Students found to have head lice will normally be excluded at the end of the school day, or at the discretion of the Principal or delegate.

### Checking hair for head lice

- **Class or whole School 'head checks'**

School staff and the Community (School) Nurse do not undertake class head checks for head lice, as this is not an efficient or effective strategy for head lice control. Head lice can move at up to 30 cm per minute. They move rapidly away from searching hands and so an infestation can easily be missed. Most children do not have head lice, so valuable class time is wasted checking such children unnecessarily. In addition, it is the responsibility of individual parents to check their own child's hair for head lice. Screening for head lice is most effectively undertaken by parents combing their child's hair using hair conditioner to slow down the head lice, together with a metal 'nit' comb, as described in the Department of Health's *Head Lice Fact Sheet*.

- **Checking a student who is believed to have head lice:**

In the case of an individual student, the School Principal has nominated school staff members who may examine a student's hair **where there is reason to believe a child may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively**. The School Education Act, 1999 authorises the School Principal to do this.

For parents who have carefully followed the Department of Health *Head Lice Fact Sheet* advice, but are still experiencing persistent difficulty in removing head lice, further advice is available from the Community (School) Nurse. The School Office has contact details for the Nurse.

If the Community (School) Nurse is unavailable, parents may contact the Department of Health on 9388 4999 for assistance.



## **How to Install SkoolBag**

### **Instructions for parents installing the SkoolBag app.**

#### **Welcome to SkoolBag's 1m+ strong community.**

The SkoolBag school app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and all school communications. Follow the instructions below to access the SkoolBag school app to stay connected with what's happening in your school.

#### **For iPhone and iPad users:**

Click on the 'Download on the App Store' button above, or go to the Apple App Store, search for 'SkoolBag' and download the free SkoolBag app. After opening the app, add your school(s) and you're ready to go!

#### **For Google Android Users:**

Click on the 'Get it on Google play' button above, or go to the Google Play Store, search for 'SkoolBag' and download the free SkoolBag app. After opening the app, add your school(s) and you're ready to go!

#### **Looking for help using the SkoolBag App?**

Visit the Help Centre

# 5 Easy Steps to Staying Informed

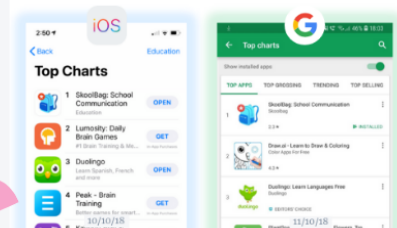


SkoolBag is the easiest way to stay up-to-date with school events, last minute notices, newsletters and all your school's communications.

## 1. Download SkoolBag

Search SkoolBag in the Apple App or Google Play Store, download the FREE app:

SkoolBag: School Communication



## 2. Create an Account

Follow the prompts to create your account in seconds.

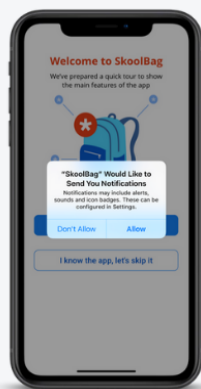
## 3. Add your School

Type your school's name and press enter. Tap the plus icon to add.



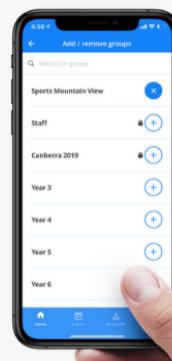
## 4. Allow Notifications

Ensure you Allow SkoolBag to send you push notifications when prompted.



## 5. Subscribe to Groups

Select Year Groups / Sports Teams to appear in your feed.



# Frederick Irwin Anglican School



## Anti-Bullying Policy

Frederick Irwin Anglican School endeavours to provide a positive Christian community where all students are made to feel valued, safe and secure.

Respect for each other and kindness are clear expectations at our School. The uniqueness of each individual is valued and it is every person's right to be free of any bullying, harassment or intimidation.



### What is Bullying?

**Bullying is a pattern of behaviour, which is designed to hurt, injure, embarrass, upset or discomfort a person.**

Examples of Bullying:

Verbal Name calling, teasing, abuse, putdowns, racist comments, sarcasm and threats.

Physical Hitting, punching, kicking, scratching and tripping.

Social Ignoring, excluding and making inappropriate gestures.

Emotional Spreading rumours, dirty looks, hiding or damaging possessions, sending hurtful notes, forms of "Cyber Bullying" such as malicious SMS, email messages, and inappropriate use of camera phones.



### What can you do if you are bullied?

Don't be afraid to talk to your parents, teacher and friends about the situation.

If something is making you feel uncomfortable it is not "dobbing" if you tell someone.

Try to ignore the bullying. If you show that you are not concerned, the bully may stop.

Build your own protection by establishing friends you can trust.

Try not to retaliate by becoming a physical or verbal bully yourself.

## APPENDIX VII

Avoid the person who is bullying you.

Be assertive and tell the person to stop. If they choose to continue, you have the right to report the situation.

Talk to a Teacher, Head of House, Deputy Principal, Deputy Head of Primary or the Chaplain. They will be able to assist you to resolve the situation.

**You have the right to feel happy and secure at School so don't accept the situation and seek help. The School takes bullying seriously and we are on your side.**



### What can bystanders do?

Don't allow the bully to continue the behaviour and care enough for the victim to assist.

Intervene and remind the bully that such behaviour is not acceptable. Don't be a bystander and do nothing.

Report the incident to a member of staff. You may need to establish you want privacy and confidentiality.

Provide support and friendship to the victim. Make suggestions about handling the situation and encourage the victim to seek help.

Show care and respect for others inside and outside the classroom. Make a special effort towards a student who may feel lonely or who is experiencing a difficult time.





## What can parents do?

Be aware of your own responses and act in a calm, supportive and caring manner and suggest ways your child can obtain help at School.

Communicate to a staff member if you suspect your child is being bullied.

Keep in mind there may be other factors related to the situation. Remember there are two sides to every story and all facts need to be investigated.

Do not approach or speak to the children bullying or their parents. This may make the situation worse.

Support and trust the School in dealing with the issues, as a student's welfare is a Parent ~ School partnership.



## Response of Teachers

Act on all observed or reported incidents of bullying.

Reinforce regularly the expectations the School has towards bullying.

Provide Pastoral Care to all students involved in bullying behaviours.

Support all victims of bullying.



## Resolutions to Bullying

**Bullying incidents can vary in their form and severity. At times those who bully or harass are also in need of help. Therefore, if an incident of bullying is reported the response may include any or all of the following:**

- Advise and confer with a Class Teacher, House Group Teacher, Head of House, Deputy Principal, the Deputy Head of Primary or the Chaplain.
- Provide support and counselling to the student being bullied.
- Provide support and counselling to the student(s) carrying out the behaviour together with clarification of further consequences/ sanctions.
- Inform parents.
- Intervention using the Restorative Justice, or the Method of Shared Concern.
- Invite parents to meetings at School to discuss approach/provide support.
- Follow-up meetings with all parties to monitor progress.

**Recurrent or severe incidents will be dealt with by the Head of Primary (Halls Head), Deputy Head of Primary (Meadow Springs) or Deputy Principal – Secondary. Further disciplinary action may occur in consultation with the Principal.**



## Advice to Parents

Show interest in what your child does at School and how they are feeling. Take time in each day to talk with your child.

Foster a positive home environment which models good listening skills and accepts and tolerates the differences in others.

Encourage your child's self-esteem by valuing who they are and reinforcing their positive qualities.

Openly discuss School issues with your child and the School's expectations about behaviour.

Be aware of and monitor your child's internet social network.

Watch for signs of bullying:

- Reluctance to attend School
- Complaints of headaches or stomach aches
- Mood swings
- Withdrawn from social activities with peers
- Refusing to say what is wrong
- Decrease in School performance
- Signs of distress

**If your child reports being bullied, treat the concern seriously and assist them to seek help.**

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 Telephone (08) 9537 0000  
 Facsimile (08) 9537 0099