VISION & MISSION STATEMENT

Tammin Primary School is a pivotal point in our community that fosters a positive and safe learning environment where everyone looks after each other; feels respected, understood and encouraged to become strong active participants in the community.

At Tammin Primary School we ensure our students achieve positive social and academic skills and knowledge with high expectations of achievement by:

♦ Showing RESPECT for all
♦ Promoting RESILIENT behaviours (withstand or recover quickly from difficult conditions)
♦ Strengthening feelings of SELF-WORTH through INCLUSIVE practices
♦ COMMUNICATING positively and CONSTRUCTIVELY with others
♦ Providing a MOTIVATING and STIMULATING learning and work environment
♦ COLLABORATING between parents, students and staff

Our mission is to INSPIRE others to become RESOURCEFUL and INFORMED citizens who CONTRIBUTE POSITIVELY to a changing world.

Tammin Primary School
Ridley Street
Tammin WA  6409
Ph (08) 9637 1051 Fax (08) 96371 179
TPS Contact List
School phone 96 371 051
School Fax 96 371 179
Email: tammin.ps@education.wa.edu.au
Staff Emails: Firstname.Lastname@education.wa.edu.au

Administrative Staff
Miss Jordana Yearsley – Principal (email: tammin.ps@education.wa.edu.au)
Mrs Lisa Mackin - Registrar (email: lisa.mackin@education.wa.edu.au)

Office Hours: 8.00am to 3.30pm daily
Tammin Primary School is located 180 kilometres east of Perth and is part of the Wheatbelt Education Region and the Avon Schools Network. Our school first commenced in 1900 and was established in its current location in 1969. Our school has experienced an average enrolment of 65 over the past five years with students from Kindergarten to Year 7. The school currently has a three class configuration. We are proud of our friendly and caring environment where we build lifelong learners. Our student population consists of town families and farming families who are serviced daily by two school bus routes.

Our school provides educational programs that cater for each student's individual strengths and interests whilst maintaining strong links with parents and our wider community.
Information Booklet

This booklet should provide most of the information required for the commencement of the school year. It should be kept as a handy reference throughout the year. Regular newsletters will keep you informed of any changes in the school's organisation and procedures. Information is also available in the school website tamminps.wa.edu.au. The website is updated weekly.

2016 Gazetted Term Dates

First Semester
Term 1: Monday 1 February—Friday 8 April
Term Break: Saturday 9 April—Monday 25 April
Term 2: Tuesday 26 April—Friday 1 July
Term break: Saturday 2 July—Sunday 17 July
Second Semester
Term 3: Monday 18 July—Friday 23 September
Term Break: Saturday 24 September—Sunday 9 October
Term 4: Monday 10 October—Thursday 15 December

2016 Gazetted Public Holidays within the school term
Labour Day Monday 7 March
Easter Monday 28 March
Good Friday 25 March
Anzac Day Monday 25 April
Western Australia Day Monday 6 June

The school office opens Tuesday 26 January 2016. Teachers commence Thursday 26 January 2016.

SCHOOL SESSION TIMES

Kindergarten
SEMESTER ONE
Monday/Wednesday: 8.50am – 3.05pm

SEMESTER TWO
Thursday: to be confirmed
8.50am-3.05pm

Pre-primary and Primary: Monday - Friday 8.50am – 3.05pm
SCHOOL TIMES: Tuesday is early close for all students. School finishes at 2.35pm.

<table>
<thead>
<tr>
<th>Classes commence</th>
<th>8.50am</th>
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<tbody>
<tr>
<td>Morning recess</td>
<td>10.40am-11.00am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.00pm-1.35pm</td>
</tr>
<tr>
<td>Classes finish</td>
<td>3.05pm</td>
</tr>
</tbody>
</table>
**SCHOOL CONTRIBUTIONS AND CHARGES**

The school contributions and charges sheet is sent home in November each year. Voluntary contributions are payable from the commencement of the school year and cheques should be made payable to TAMMIN PRIMARY SCHOOL. The consideration of parents in supporting the schools need for finances is very much appreciated and early remittance will ensure satisfactory budgeting for the academic year. A register is kept of all contributions made and receipts are returned and should be kept for taxation purposes. Your financial support will be gratefully received and we are once again hopeful for an excellent response from all families.

**SCHOOL COUNCIL**

In accordance with Department guidelines, Tammin has an active School Council who play a major role in the strategic planning and discretion of the school. This decision making body enables all stakeholders (parents, staff, students and community members) to have input into the major decisions that are made and guide the school with new policy development.

The council is formed with the fundamental purpose of enabling parents and caregivers and members of the community to engage in activities that are in the best interests of the students and will enhance the education provided by the school.

*Council has the following powers and duties:*
- Establishing and reviewing from time to time, the school’s objectives, priorities and general policy directions;
- Planning of financial arrangements;
- Evaluating the school’s performance in achieving them;
- Formulating codes of conduct for students;
- To promote the school in the community;
- To approve charges, contributions and personal items lists.

*Council cannot:*
- Intervene in the educational instruction of students;
- Exercise authority over teaching staff or other persons employed at the school;
- Intervene in the management or operation of a school fund.

<table>
<thead>
<tr>
<th>Chair</th>
<th>Mrs Kate Raston</th>
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<tbody>
<tr>
<td>Staff representative</td>
<td></td>
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<tr>
<td>Parent representatives</td>
<td>Mr Gavin Charlton</td>
</tr>
<tr>
<td></td>
<td>Mrs Amanda York</td>
</tr>
<tr>
<td></td>
<td>Mr Rodney Stokes(P &amp; C President)</td>
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<td></td>
<td>Mrs Caroline Bradley</td>
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<tr>
<td>Principal</td>
<td>Mss Jordanna Yearsley</td>
</tr>
</tbody>
</table>


The Parents and Citizens Association is affiliated with the Western Australian Council of State School Organizations (WACSSO). For 2015/16, the executive consists of the President, Secretary and Treasurer. For any information on the Tammin P & C Association please contact the current President, Mr Rodney Stokes.

**SCHOOL DRESS CODE**

The Education Act states that the school community can now determine school policy which defines a compulsory school uniform. The wearing of a school uniform has many advantages, including:

- it helps to alleviate peer pressure about what is worn
- it is less expensive
- it reduces faction competitiveness
- it enhances the public’s image of our children & State Schools
- it has a positive impact on a student's self esteem
- it enhances a student's sense of belonging and pride in the school community
- it is an useful means of identifying whether an individual on school grounds has a right to be there

Department of Education policy states that students do NOT wear denim and thongs are not permitted. Tammin Primary School has a Student Presentation Code as endorsed by our school council. A copy of this code is attached.

**Tammin Primary School uniform**

Please ensure that all clothing is clearly marked

<table>
<thead>
<tr>
<th>Summer Uniform Boys</th>
<th>Summer Uniform Girls</th>
<th>Winter Uniform</th>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Blue shorts</td>
<td>Royal blue shorts/skorts or Blue/red/white tartan design skirts or dresses</td>
<td>Royal blue track pants</td>
<td>Royal Blue shorts</td>
</tr>
<tr>
<td>Red polo style shirt with Tammin crest</td>
<td>Red polo style shirt with Tammin Crest</td>
<td>Red polo style shirt with Tammin Crest</td>
<td>Faction T-Shirt or polo in either red or royal blue</td>
</tr>
<tr>
<td>Suitable footwear</td>
<td>Suitable footwear</td>
<td>Suitable footwear</td>
<td>Suitable footwear</td>
</tr>
</tbody>
</table>

** It is compulsory for all students to wear their school uniform at all school functions and excursions.**
Exemptions from this policy must be negotiated with the school administration. Students unable to wear uniform on a particular day must bring a signed note from parents.

School uniforms are available to purchase from the Cooinda Centre situated on Donnan Street, Tammin. Opening hours: Tuesdays and Thursdays from 9.00am to 3.00pm. An order form can be printed from the website and dropped in for order collection on a pre-arranged date.

The Pre-Primary children have the opportunity of wearing the school uniform. Although this is not compulsory, we would encourage the children to wear the school uniform as this is an economical way of clothing your child for Kindy and Pre-Primary. If all of the children are in uniform it will add to the unity of the school.

It is acceptable for ear studs, sleepers and watches to be worn to school.

**HATS**

Tammin Primary School is a Sunsmart School. The school has a “no hat, no play” policy all year around. All students must wear a broad brim hat when outside. Caps are not permitted. Students not wearing hats will not be permitted to leave the cover of the veranda or participate in physical education. At the commencement of the year all new students are provided with a school hat. After that, school hats can be purchased from the office. Sunglasses may be worn. Students are responsible for the care of their own property.

**FOOTWEAR**

The minimum requirement is sandals or sports shoes. Thongs are unsuitable and bare feet are strictly forbidden. Parents are asked to provide students with a sports shoe when participating in Physical Education as boots and sandals do not provide appropriate support during vigorous activity.

**PHYSICAL EDUCATION**

All students are expected to participate and will be exempt only on the presentation of a medical certificate or a written letter by the parent or guardian. New students will be allocated to factions at the beginning of the school year.

**Factions are:**

Red
Blue

All students are expected to participate actively in sporting and swimming carnivals.
DROPPING OFF AND COLLECTING STUDENTS

- From 2015 the lower car park (on Ridley Street) has become STRICTLY NO PARKING.
- Kindergarten children are required to be collected directly from the classroom if they are not catching the bus. (Parking in Redmond Street please)
- Redmond Street can be used as drop off and pick up areas.
- Booth Street is strongly discouraged, as this road is busy at these times with buses possibly obstructing student’s vision if they need to cross the road.
- The staff car park is classified as “out of bounds” to all students.

Parents who need to remain at the school for a longer period of time should use Redmond Street and proceed to the front office to sign in of the school.

LEAVING SCHOOL GROUNDS/LUNCH PASSES

Since the school is responsible for a student’s welfare when in attendance, the students must bring a signed note from a parent or guardian and seek permission from the administration before leaving the school premises during the day. No student should leave the grounds at lunchtime without a LEAVE PASS.

STUDENTS ARRIVING LATE TO SCHOOL

Students arriving late for school must check into the front office where they will be signed in and taken to class.

ATTENDANCE

Attendance is compulsory for all primary students from Pre Primary to Year 7. Regular attendance at school is fundamental to your child’s learning. Consistent attendance and participation are essential for your child’s social and academic learning.

As parents or legal guardians of an enrolled child, you are responsible under the School Education Act 1999 to ensure the attendance of your child at school every day. It is important to assist your child’s achievement and learning by making regular school attendance a priority in your child’s life.

The Department of Education’s Student Attendance Policy requires parents/guardians to provide an acceptable explanation to the school principal for any absence of their children.

Principal must authorise all absences. The act defines health, religious and cultural observances as reasonable cause for a school absence and the absence would be recorded as ‘authorised’ by the principal.

As parent/guardian you must obtain the principal’s approval for any planned absence.

An absence from school requires an explanation on the day of the student’s absence. This notification can either be in the form of a written note, SMS messaging or verbal contact.
Tammin Primary School has an SMS service. In the event of an unexplained absence you will be sent an SMS message at 9.30am on the morning of the absence seeking an explanation for your child’s absence from school. If there is no response to the SMS message, you will be contacted by phone. **The number for SMS communication only is 0437 416 596.**

If a student’s absence is not explained you will be contacted and asked to explain the absence. If a student is deemed ‘at risk’ through nonattendance a parent interview will be held with parents at the request of the principal.

**RECESS, LUNCHES AND CRUNCH AND SIP**

Recess is held from 10.40am to 11.00am and is consumed in the quadrangle area. Children are required to sit and eat their recess from 10.40am until 10.45am. Children then have playtime until 11.00am.

Tammin Primary School is a Crunch and Sip school. At 12.00pm each day children have a 5 minute break to enjoy a healthy snack and drink. Please send a serve of fruit or vegetables for your child every day. Fruit juice or water are acceptable drinks for crunch and sip. Crunch and Sip is a nutritious break designed to assist physical and mental performance and concentration in the classroom.

Lunch is eaten in the undercover area between 1.00pm and 1.10pm and is supervised by duty staff. In first semester Kindergarten children follow an adjusted timetable but still require recess, Crunch and Sip and lunch.

Please label all lunch boxes and drink bottles very clearly with your child’s name. We are a **NUT AWARE** school. We request that parents do not send any food or snacks to school that contain nuts or nut products. (including Peanut Paste and Nutella etc.)

Please refer to **ALLERGIES** for further information. As we are **NUT AWARE**, sharing of food is strictly discouraged.

Lunch orders are provided by the Tammin Roadhouse on **Monday and Thursday** only. All orders must be placed through the office. A copy of the menu is attached.
BULLYING

Bullying is a wilful, conscious desire to hurt, threaten, frighten, intimidate and psychologically disturb others. We follow Education Department policy and staff will follow classroom management procedure. **ALL** incidents of bullying will involve administration and parent notification.

This behaviour will **NOT** be tolerated at Tammin Primary School.

SCHOOL REPORTS

Reporting to parents is a vital part of developing and maintaining the partnership between the school and parents, as it provides a basis for dialogue. We will provide regular reports on student achievement throughout the year. Typically we provide a formal written report twice a year, but in addition it is important that we establish an ongoing and less formal process for communicating with you as parents, using a range of strategies, such as interviews, phone contact, portfolios and learning journeys at the school. Refer to Reporting to Parents Guidelines included in the handbook.

MONEY, VALUABLES AND TOYS

Parents are urged **not to allow** their children to bring toys, large amounts of money or valuables (including MP3 players, computer games and CD’s) to school. No responsibility can be accepted for valuables lost or stolen which are not in a teacher’s **direct** care.

MOBILE PHONES

Students are discouraged from bringing mobile phones to school. If a child needs to bring their phone to school they MUST hand the phone to the front office in accordance with our Mobile Phone Policy before school for safe keeping and collect it at the end of the school day. The front office has a mobile phone register. Students caught with phones in their possession will have the telephone confiscated and their parents will be required to come to school and collect the phone. Please see attached.
HOMEWORK

Homework should be structured and purposeful, to fit a time frame so children can relax, play and participate in other family commitments.

The aims of homework are:
To read widely and on a regular basis
To practise a skill that has already been introduced at school
To reinforce that which is already known
To enable completion of unfinished class work

Homework activities may include;
Nominated oral reading
Relaxation reading
A set activity to consolidate a skill introduced at school
Completion of work
Information and material collection

For more information on this please speak to your child’s class teacher.

CONTACTING TEACHERS/STAFF

If you wish to have an interview with the teachers or administration please ring the school office to make an appointment. On making an appointment with a teacher or the Principal you will be asked to state the time that you are available and also the nature or main discussion point of the appointment. Each teacher has time available for duties other than teaching and it is appropriate to use this time for this task.

LOST PROPERTY

Each year the school collects a considerable amount of lost property. All clothing should be marked clearly with the student’s name. All clothing not claimed by the end of each term will be taken to the Cooinda Centre. A lost property box is located in the school and all parents are welcome to check for lost items.

NEWSLETTER

Each fortnight on Thursday a newsletter is sent home via email or is available to view on the school website. The school’s aim is to deliver a paperless newsletter, please contact the registrar if you require a printed copy of the newsletter. These newsletters contain a variety of information and forms. Please read carefully and return slips when requested.
SCHOOL RULES

These rules support the rights and responsibilities of all members of our school community. They are for the purpose of defining boundaries of student behaviour.

Students are to:

- Arrive at school **no earlier than 8.30 a.m.** and not leave the school grounds without permission from the Principal or designate or upon presentation of a note from the student’s parent
- Be polite at all times to all students and staff and display a positive manner
- Respect the rights and property of all students and staff
- Behave in a positive way that protects the safety and well-being of others
- Always be honest with your dealings with students and staff
- Always wear an appropriate hat when playing outside. Those without a hat must stay in the undercover area or on the verandas
- Be seated undercover when eating or drinking
- Only enter or remain in a classroom during non-teaching time, when a teacher is present
- Place all litter in the bins provided and keep the school environment neat, tidy and secure
- Walk sensibly on pathways and verandas around the school
- Play passive games in the undercover area
- Always stay on the school grounds
- Only enter and remain on the school grounds during school hours or for school approved activities
- Ensure that personal play items are not brought to school. Do not bring such things as bubble and chewing gum, liquid paper, and permanent marker pens

SCHOOL BEHAVIOUR MANAGEMENT

Positive behaviour(s) are rewarded through praise, stickers and merit certificates.

Each class has a clear set of rules and consequences of which all students are made aware.

All students are required to abide by the school behaviour management policy (attached). Parents will receive a copy of their child's classroom rules at the beginning of the school year.
Office staff will only administer prescribed medication where there is a written agreement between staff, parents, students, and the principal and where written instructions from the prescribing doctor have been provided by the parent. All staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to school.

Minor bumps, bruises and feeling unwell will of course be treated at school. Teachers are not able to administer prescribed medication.

**INFECTIOUS DISEASES**

For all the diseases listed below please keep your child home from school. Re-admit your child once a medical certificate of recovery is obtained or on complete subsidence of the symptoms.

- **Chicken Pox** - Re-admit when sufficiently recovered
- **Measles** - Medical certificate (notify Health Department)
- **Hepatitis** - Medical certificate (notify Health Department)
- **Measles** - Medical certificate (Students not immunised against measles will be excluded from school)
- **Pediculosis (Nits or Eggs of Head Lice)** - A note including treatment options will be sent home at the end of the day with your child. Students must be treated before being allowed back to school. In accordance with department policy staff can be authorised by the Principal to check children for eggs if it is suspected a child may have head lice
- **Ringworm** - Medical certificate
- **Rubella (German Measles)** - Medical certificate
- **Scarlet Fever** - Excluded from school until effective treatment has been initiated
- **Whooping Cough** - Medical certificate (notify Health Department)
- **Conjunctivitis** - Excluded from school until effective treatment has been initiated
- **Impetigo (School sores)** - Medical certificate

The Department of Education supports the Health Department of WA in ensuring that children entering school are fully immunised. Children who are not fully immunised have a high risk of contracting serious infectious diseases. Children commencing school should already have received their measles and mumps vaccine and their booster for protection against diphtheria, tetanus and polio.

It is most important that your child has these booster immunised BEFORE commencing school early in the first term. It is policy that a record is kept of your child’s immunisation and a copy is placed on your child’s school records.

**SCHOOL COMMUNITY NURSE**

The Community Health Nurse visits the school on a regular basis to check students’ hearing and vision. The Community Health Nurse will also attend the school for growth and development matters with the senior students.
Upon enrolment of your child, you would have completed a medical details form. We urge parents and caregivers to notify the office immediately of any changes to your child’s medical records so they can be updated.

**CYCLISTS—RIDING BICYCLES OR SCOOTERS TO SCHOOL**

Students are welcome to ride their bicycles to and from school. Children **MUST** wear a bicycle helmet of approved design when riding their bicycle or scooter. Make sure your child can ride safely and knows the road rules before allowing them to ride to school. Bicycle parking is provided on the northern boundary of the school. All bikes should be secured with a lock and chain. The school cannot accept any responsibility for the loss of any possessions. Bicycles are not to be ridden on school grounds.

**OCCASIONAL BUS TRAVEL**

Any student that wishes to travel on a school bus other than their own, or a student who would not regularly travel on a bus, must provide parental permission and present it to the front office. Bus drivers must **ALWAYS** be notified by parents of any changes to pick up or drop off arrangements.

**TRANSITION FROM PRIMARY TO SECONDARY SCHOOL**

In 2015, Year 7 students in Western Australian public schools will attend secondary schools. This means that students who are in year 6 and 7 in 2014 moved together to secondary school at the start of 2015.

Educating our Year 7 students in secondary school will benefit them by giving them access to the specialist teaching and facilities demanded by the new Australian Curriculum.

When the Government announced the move of year 7, it also acknowledged that some families living in country areas may experience greater challenges in preparing themselves for the transition of Year 7 to secondary schooling in 2015.

On a case by case basis, principals at some small country schools can offer these families special consideration to help them plan for the most suitable timing and arrangements for the education of their children. This special consideration is for children to remain in primary school for Year 7 and is available to families until the end of 2017. However, the year 7 program offered will be of a limited nature.

Each decision about a child to remain in primary school is to be made based on the individual family’s circumstances. Whole of school exemptions cannot be made. Parents with children enrolled in schools in or near regional towns and centres that have access to secondary schools will not have the option for this special consideration. Please contact Samantha should you have any queries.
TAMMIN PRIMARY SCHOOL

MOBILE PHONE GUIDELINES

OBJECTIVE:

Mobile phones are increasingly prevalent in schools and many students carry them during the day. While parents provide mobile phones to their children for safety and other reasons, it is necessary that staff and students not be disrupted by mobile phones in classrooms so that good order in public schools is maintained.

Not only is mobile phone use disruptive, using mobile cameras (still & video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

The Principal is entitled to ban the use of mobile phones anywhere on the school site.

GUIDELINES:

If a parent requires their child to carry a mobile phone to school the student must:
• Attend the front office, before school to sign-in their mobile phone on the school’s Student Mobile Phone Registry;
• The student’s mobile phone will then be turned off;
• The student’s mobile phone will be kept in the Front Office for the day (for safety purposes);
• At the end of the school day, the student must return to the Front Office to sign-out their mobile phone;
• Any mobile phones not collected at the end of the day will be stored overnight in the School’s safe;
Under no circumstances are mobile phones - staff, parent or student to be used in classrooms or on school site without specific permission from the Principal.

CONSEQUENCES:

The following consequences will be applied if these guidelines are breached:
• Parents will be immediately contacted and informed of the situation;
• The Principal will suspend students found to be involved in the use of a mobile phone without permission from School Staff on school premises;
The Principal will suspend students found to be involved in recording, distributing or uploading inappropriate images of videos of students, parents or staff on school premises;

PLEASE NOTE:

The School takes no responsibility for lost or stolen or damaged mobile phones.
The School accepts no responsibility for mobile phone use while students are travelling on buses.
STUDENT PRESENTATION CODE

- Promote the positive appearance of the school by keeping the school free of litter, keeping work areas tidy, keeping bicycles placed orderly in the racks and respecting the work of the gardener and the cleaners.

- Be courteous and co-operative in seeking the most educational value for all students from experiences offered through the school.

- Put full effort into their learning program.

- Inappropriate or offensive wording or design will be not be permitted on any clothing worn to school.

- No visible jewellery except studs or sleeper earrings and a watch.

- Hair longer than shoulders must be tied back at school.

- Make up not to be worn. (Students will be required to remove make up at school and parents will be notified.)

- Only colourless nail polish to be worn.

- Closed in shoes (sneakers, sandals, flat shoes) must be worn at all times. **Thongs are not to be worn.**

- School uniform is to be worn at all times. No denim.
As integral members of our school you can support our endeavours to develop your child by:

- supporting your child’s learning at school;
- contributing positively to the school in ways that reflect your interests, skills, experiences and capacity;
- respecting & supporting school policy & guidelines;
- working collaboratively with teachers and staff;
- respecting the skills, knowledge & experience of school leaders and teachers;
- supporting your child’s consistent & punctual attendance at school;
- contributing to a culture where privacy & confidentiality are assured;
- contributing to a safe school environment;
- acknowledging & supporting the School Council & P&C.
Communication Tools we use to inform you

Parent/Teacher Meetings
Assemblies
Newsletters
Emails & SMS & Website
Reports & Portfolios
Special Events
Student Diary
School Handbook
Classroom Info Letters
Enrolment Updates
Communicating with My School

Making Contact

We communicate with you about your child with the following communication tools:
- Parent/teacher meetings;
- Whole school assemblies;
- Newsletters (fortnightly);
- Emails & SMS;
- Student Reports and Portfolios;
- School website;
- Invitations to parents to special events;
- Parent learning events;
- Student communication diary;
- School handbook;
- Classroom information letters;
- Enrolment information up-dates;
- Noticeboards;
- External community newsletter.

Parent/Teacher meetings

Why do we have Parent/Teacher Meeting?
- To inform you of your child's progress at school;
- To inform teachers how children are coping outside school;
- To establish an on-going relationship between home and school;
- To help children realise that home and school work together for their benefit.

How do I request a Parent/Teacher Meeting?
When you wish to discuss your child's learning with your child's teacher you should:
1. contact the teacher via:
   - school office or;
   - student diary or;
   - one-on-one;
2. provide a brief outline of the items you want to discuss;

Having problems?

What do I do if an issue arises between my child and another family?
Such matters must be addressed to the Principal as soon as possible.

What do I do if there is a communication breakdown with my school?
If communication breaks down or an issue is unable to be resolved, the Department of Education has a grievance policy in place to address these concerns. This policy is available at the front office or can be accessed on the Department of Education website:
http://det.wa.edu.au/standardsandintegrity/detcms/navigation/complaints-management/information-for-parents/

Tammin Primary School

Phone: 9637 1051
Email: tammin.ps@education.wa.edu.au
Website: www.tamminps.wa.edu.au
# OUR PURPOSE
Tammin Primary School and its teachers are responsible for informing parents/carers about their children’s progress at school, their strengths and aptitudes, the areas that require improvement and the strategies being implemented to assist.

## ASSESSMENT

1. Parents are informed about their child’s progress utilising the Australian Curriculum against which student achievement and progress is measured.

   Assessment should be carefully constructed to enable judgements to be made about student’s progress in ways that contribute to ongoing learning.

   Reporting occurs both formally and informally, routinely and according to need.

2. Assessment practices should be educationally sound and contribute to learning.

   The reporting process involves the collection & sharing of work sample evidence of student achievement and a written record of progress.
   1. Student Report, which is kept by parents at the end of each semester.
   2. Student Working Portfolio, which is stored at the school for handover & future use.

## OUR PRACTICE

The school reports to parents:
- routinely and formally in June and December each year against the Australian Curriculum outcomes;
- according to need, as expressed by teachers or parents, at other times throughout the year;
- Report comments to be limited to 5 sentences and adhere to ‘feedback sandwich’ structure;
- Use simplified language relevant to audience;
- Reports to be completed and edited by teachers by Week 5, Term 2 & Term 4.

*Student Reports sent home in Week 9, Term 2 & Term 4.*

Throughout each semester, teachers collect work sample evidence, which will accurately and honestly inform parents about their child’s progress against standardised Australian Curriculum rubrics developed by Tammin PS staff.

This material will include:
- work samples & assessment tasks;
- observations of work habits and social skills;
- observations about areas requiring development;
- on-going teacher judgments;
- standardised Australian Curriculum rubrics developed by Tammin PS staff.

*Portfolios to be edited & completed by Week 7, Term 2 & Term 4.*
3. Assessment needs to take account of the diverse needs of students. Students take responsibility for their own learning and identifying their strengths and areas for further development.

<table>
<thead>
<tr>
<th>Students play a role in reporting to their parents including:</th>
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<tbody>
<tr>
<td>• evaluating their own learning;</td>
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<tr>
<td>• setting goals for future development, where appropriate;</td>
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<tr>
<td>• negotiated work sample evidence for inclusion into Student Portfolios;</td>
</tr>
<tr>
<td>• participating in the parent-teacher interview, where appropriate.</td>
</tr>
</tbody>
</table>

4. Written material collected or prepared for the purpose of reporting to parents reflects high standards of professionalism on behalf of the teacher.

<table>
<thead>
<tr>
<th>Teachers ensure that material used for the purpose of reporting to parents:</th>
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<tr>
<td>• is a valid representation of the child’s ability and present standard of achievement;</td>
</tr>
<tr>
<td>• is complete;</td>
</tr>
<tr>
<td>• is marked and corrected;</td>
</tr>
<tr>
<td>• has teacher comments which use professionally appropriate and constructive language.</td>
</tr>
<tr>
<td>• provides positive recognition and affirmation of a child’s strengths;</td>
</tr>
<tr>
<td>• provides constructive suggestions for future learning and development.</td>
</tr>
</tbody>
</table>

5. The conference which forms part of the reporting to parents’ process informs parents about the curriculum, as well as their child’s progress and achievements against the curriculum.

<table>
<thead>
<tr>
<th>The class teacher prepares for interviews by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• collecting the evidence;</td>
</tr>
<tr>
<td>• becoming familiar with the evidence;</td>
</tr>
<tr>
<td>• identifying areas of strength and those requiring future development;</td>
</tr>
<tr>
<td>• creating a positive ambience for the interview;</td>
</tr>
<tr>
<td>• ’Conference Record’ used to record the interview &amp; placed on Student File at completion.</td>
</tr>
</tbody>
</table>

NB: Document developed in line with SCSA Curriculum & Assessment Outline.
http://www.scsa.wa.edu.au/internet/Years_K10/Curriculum_Assessment_Outline
Consequences

If student bullying persists:
- Parents will be contacted and a meeting requested immediately;
- Consequences will be implemented consistent with Tammin Primary School's Student Management Guidelines;
- Consequences for students will be individually based and may involve:
  - Excision from class;
  - Excision from the playground;
  - Withdrawal of privileges.

A Guide to Acceptable Behaviours

1. Use good manners
2. Treat others as I would like to be treated
3. Respect all students' rights to learn & teachers' rights to teach
4. Move around the school safely
5. Take pride in our school
6. Take care of school, personal and other people's property

Is Your Child Being Bullied?

1. The signs
Look for signs such as: fear of going to school, lack of friends, missing belongings, torn clothing, increased fearfulness and anxiety.

2. Talk to your child
Discuss how they are feeling and positive ways to stand-up for yourself.

3. Contact the School immediately
Frequent communication with the school is important. Advocate the involvement of all parties to resolve the problem.

4. Friends
Assist your child to develop confidence by arranging participation in positive social groups which meet their interests.

Tammin Primary School
Ridley Street
TAMMIN WA 6409
Phone: (08) 9637 1051
Fax: (08) 9637 1179

ANTI-BULLYING POLICY

Beliefs:
- The school will provide a positive culture where bullying is NOT ACCEPTED;
- All members of the school community have the right:
  * to respect from others;
  * to learn or teach;
  * to feel safe and secure in the school environment.

Guidelines:
- Reinforce within the school community that bullying is unacceptable and will not be tolerated;
- Everyone has a responsibility to report bullying;
- All reported incidents of bullying will be followed up;
- Support is offered to both victims and bullies;
- Parental support and co-operation will be sought;
- All students have a right to a school free from bullying & harassment;
BULLYING: What is it?

Bullying in all its forms is basically an abuse of power, by someone who is stronger—physically, mentally and socially—towards someone who can’t block the bully’s games or cruel behaviours.

Bullying can be physical, psychological, emotional or social. It can be aggressive, like pointing, screaming, swearing and punching, hidden, such as exclusion, and very subtle, like whispering, staring, malicious gossip.

It includes all forms of discrimination and harassment (eg. sex, gender, racial, handicapped) mobbing (group bullying) and some forms of violence (criminal assault).

“Bullying involves an initial desire to hurt; this desire is expressed in action, someone is hurt, the action is directed by a more powerful person or group, it is without justification, it is typically repeated, and it is done so with evident enjoyment.” (Ken Rigby 1990)

- Many bullies don’t realize at a conscious level that their behaviours are mean or abusive;
- At an unconscious level they know that they’re taking the target’s (victim’s) power away because otherwise they couldn’t do it.
- Most bullies don’t know that their bullying behaviours can boomerang back later on and hurt them.

Bullies often come from homes where inconsistent parenting patterns and inconsistent consequences and abusive, bullying behaviours are the role model.

There are two types of bullies:
1. Malicious bully: psychopathic/sociopathic tendencies;

Many bullies embark on a downward spiralling course:
- Many bullies find it hard to cope with their school work;
- They are more likely to drop out of school earlier;
- Once the peer group have developed a sense of identity they associate with kids who respect equality in friendship;
- They abandon the bully because they don’t want to be bosed or bullied and be told what to do and say, what to wear, where to go or whom to befriend.

Sady, BULLIES END UP BEING LOSERS IN A BIGWAY. (Eredje Field)

School Implementation

At Tammin Primary School we will:
- Provide positive learning experiences about bullying, tolerance and relationships throughout the curriculum within each classroom;
- Provide a safe environment for all students and staff;
- Provide a supportive environment encouraging positive relationships between students, peers and staff;
- Implement classroom behaviour plans in accordance with TIPS Student Management Policy & Anti-Bullying Policy;
- Respond to all reports of bullying and harassment;
- Promote student, parent & staff reporting bullying incidents;
- Conduct a bullying survey once a year;
- Each classroom teacher to regularly clarify the antibullying & student management policies with students;
- Elective & structured activities will be available for students at recess and lunch breaks;
- Ensure the Student Management Policy & Anti-

NO BLAME APPROACH!

When bullying is observed or reported the following steps will be taken by all staff members and clearly documented:

1. Interview with the victim

Encourage the victim to talk about feelings caused by the incident. Do not question directly about the incident. Allow the victim to offer information.

2. Meet with the other student’s involved

Meet with all students involved in the incident including bystanders not with the victim.

3. Explain the Problem

Explain the victim's feelings. At no time discuss the details of the incident or allocate blame to anyone or group.

4. Share Responsibility

It is then stated to the group that they are responsible and can do something to correct the situation.

5. Ask the group for their ideas

Each member of the group is encouraged to suggest ways in which the victim could be helped to feel happier.

6. Leave it up to them

Responsibility is passed over to the students to solve the problem. Teacher arranges to meet again to see how things are going.

7. Meet Again

About a week later meet with all students, including the victim to see how things have been going. Repeat the process if necessary.

8. Pass on information

Meet with the students classroom teacher to update the situation.
SCHOOL RULES

- Arrive at school no earlier than 8.30 a.m.
- Do not leave school grounds without permission from the Principal (a note from parents is required)
- Be polite at all times
- Display a positive manner
- Respect the rights and property of others
- Behave in a positive way that protects the safety and well being of others
- Always be honest
- Always wear a hat when playing outside
- Be seated when eating or drinking
- Only enter a classroom when a teacher is present
- Place all litter in the bin
- Walk sensibly on pathways and verandas
- Ensure that personal play items are not brought to school
- Do not bring chewing gum, liquid paper, and permanent marker pens to school

TAMMIN PRIMARY SCHOOL

BELIEFS
- Teachers understand that consistently high quality positive relationships with students is the key to effective student management
- Students accept responsibility for their own behaviours
- Consequences reflect actions
- Discipline is a shared responsibility between parents and school

GUIDELINES
Guidelines are to provide a uniform & consistent approach to managing student behaviour at Tammin Primary School.
- Classroom behaviour plans reflect the beliefs and rules of the school
- Incidences will be clearly documented using classroom forms
- "No hat, no play" policy
- Duty teachers are to be first out and last in
- Teachers to develop and implement classroom student management systems that reflect the beliefs & rules of the school

This policy has been endorsed by School Council.
Due for review.
MINOR TRANSGRESSION
PLAYGROUND

DUTY TEACHER
- Student is sent to a time out area;
- Monitored by the Duty Teacher;
- Acknowledged, reprimanded and counselled.

MINOR TRANSGRESSION
CLASSROOM

MANAGE under classroom behaviour plan;
- Acknowledge, reprimand and counsel the student;
- Enter details into Classroom Anecdotal Records Book. (To be collected by Admin at end of each term.)

ADMINISTRATION
- Counsel, reprimand and apply consequences;
- Student 'Think Sheet' to be completed;
- Contact parents to discuss issues;
- Notify teacher of consequences;
- Monitor behaviour trends on Student Behaviour Record sheet each term.

CLASSROOM TEACHER
- Acknowledge, reprimand and counsel the student;
- Enter details into Classroom Anecdotal Records book. (To be collected by Admin at end of each year.)
- Alert parent to incident, if necessary through 'communication journal' or phone call;
- Monitor behaviour trends on Student Behaviour Record sheet each term.

CONSEQUENCES
- Timeout in class, buddy room or bench;
- Classroom Behaviour Plan consequences;
- Student/Teacher conference;
- Student to phone parent to explanation;
- Student/Teacher/Parent conference;
- 'Think Sheet' to be completed;
- Exclusion from a high interest lesson eg. Sport, ICT;
- Student sent to 'Buddy Class' with work and a 'Think Sheet';
- Withdrawal to the Office, supervised by Principal, with different recess and lunch breaks:
  1st withdrawal—1/2 day
  2nd withdrawal—1 day
  3rd withdrawal—2 days
- Exclusion from excursion/incursions at the Principal's discretion.

MAJOR TRANSGRESSION
PLAYGROUND or CLASSROOM

TEACHER
- Send/escort student to the Principal;
- Transgression is recorded in classroom Anecdotal Records Book;

PRINCIPAL
- Questioned : What are you doing?
  What should you be doing?
  What are you going to do about it?
- Acknowledged, reprimanded and counselled;
- If necessary, parents contacted to discuss incident
- Incident recorded.

EXAMPLES OF TRANSGRESSIONS

Minor: rough games, littering, damaging gardens, inappropriate behaviour in toilets, speaking inappropriately to other children, inappropriate actions in classrooms, riding bikes in school grounds, pushing in line.

Major: throwing, sticks, rocks etc., destroying property, rudeness and/or disrespect to staff, swearing, not following a teacher's instructions, fighting, bullying, verbal abuse, leaving school without permission, stealing, crude remarks, racist remarks, teasing, spitting.

VICTIMS
Students shall receive treatment for injuries and emotional support from staff. Parents will be notified of incident by Administration.

SEVERE CLAUSE
The Principal reserves the right to bypass all of these steps if student behaviour is deemed to be severe. In this event parents will be contacted immediately and students isolated.

CONCERNS
Where parents and/or students are unhappy about the handling of any incident under the policy, they
The following foods will **only be available on Thursday:**

*Sausage Rolls $2.80, Pies $3.20 or Pasties $3.30*

The items below are available **Monday and Thursday.**

<table>
<thead>
<tr>
<th>HOT SELECTION</th>
<th>COLD SELECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spaghetti Bolognese</td>
<td>$4.60</td>
</tr>
<tr>
<td>Jaffle with Spaghetti</td>
<td>$3.20</td>
</tr>
<tr>
<td>Toasted Sandwiches</td>
<td>$3.20</td>
</tr>
<tr>
<td>- Ham and Cheese</td>
<td></td>
</tr>
<tr>
<td>- Cheese</td>
<td></td>
</tr>
<tr>
<td>- Ham, Cheese &amp; Tomato</td>
<td></td>
</tr>
<tr>
<td>Toasted Turkish Roll</td>
<td>$4.50</td>
</tr>
<tr>
<td>- Chicken, Cheese &amp; Mayo</td>
<td></td>
</tr>
<tr>
<td>- Ham and Cheese</td>
<td></td>
</tr>
<tr>
<td>Mini Pizza Slab - Ham Hero</td>
<td>$2.60</td>
</tr>
<tr>
<td>Chicken Nuggets and Salad</td>
<td>$3.60</td>
</tr>
<tr>
<td>- 3 nuggets</td>
<td></td>
</tr>
<tr>
<td>- 6 nuggets</td>
<td></td>
</tr>
<tr>
<td>Sauce</td>
<td>50c</td>
</tr>
<tr>
<td>Quiche Slice- Cheese and Bacon</td>
<td>$3.20</td>
</tr>
<tr>
<td>Drinks (Subject to availability)</td>
<td></td>
</tr>
<tr>
<td>- Flavoured Milk</td>
<td></td>
</tr>
<tr>
<td>- Chocolate or Strawberry</td>
<td></td>
</tr>
<tr>
<td>- Small Juice Box -</td>
<td></td>
</tr>
<tr>
<td>- Apple/Blackcurrant or Orange</td>
<td></td>
</tr>
<tr>
<td>Piece of Fruit</td>
<td>60c</td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
</tr>
</tbody>
</table>

*If the item you order is not available it will be substituted with an item as similar as possible to the original order.*

*All lunch orders **MUST BE PLACED AT SCHOOL** and **NOT AT THE ROADHOUSE***
TPS Contact List
School phone 96 371 051
School Fax 96 371 179
Email: tammin.ps@education.wa.edu.au
Staff Emails: Firstname.Lastname@education.wa.edu.au

Administrative Staff
Mss Jordanna Yearsley – Principal (email: tammin.ps@education.wa.edu.au)

Mrs Lisa Mackin - Registrar (email: lisa.mackin@education.wa.edu.au)

Office Hours: 8.00am to 3.30pm daily