



PARENT HANDBOOK



Dear Parents/Guardians,

Welcome to Pioneer Village School. We are a non-denominational independent private school that was established in 1981. We are situated in a picturesque and heritage protected setting at the foothills of the Darling Ranges, Armadale. Our school maintains the appearance of a pioneer town of the 1800's.

We cater for children from Kindergarten (3 years old) to Year 6, and pride ourselves on the professionalism of our staff and the high standard of individualised care. At our school we intentionally choose to deliver education in multiage classrooms from Year 1. Our academic programs focus on excellence and growing all children academically, socially and emotionally. The environment is warm and welcoming and is enjoyed by our students, parents, staff and all those who visit our school.

Our curriculum complies with State and Commonwealth government requirements. The extra curricula experiences include Performing and Fine Arts specialist programs including, Instrumental programs, Music, Dancing, Italian and a variety of sporting opportunities. In addition we provide for Education Support and Academic Extension programs to ensure all children's needs are correctly met. We work closely with families to instill in our students positive social values that will enable them to become successful, supportive and caring members of our society.

We have a very successful on-site Before and After School Care program (Camp Australia). Many of our families utilise this service which is available for children 4 years and over.

Being an independent school, both parents and teachers are very proud to share in its ownership. Together, we work supportively to provide a safe, caring and educationally stimulating environment where our children can gain the confidence needed to develop skills, and to reach their full potential.

Feel free to contact us regarding any queries you may have about our school. I also invite you to view our website (www.pvs.wa.edu.au) for further information including photos of our learning environment.

Yours truly,



Louise Lont
Principal



OUR VISION

To provide a unique and caring learning environment where all students are encouraged to succeed in life and develop a love of learning.

OUR MISSION

Our vision will be realised through the creation and upholding of a culture and environment which promotes learning and personal development.

OUR VALUES

Respect. Excellence. Fairness. Perseverance. Integrity

OUR MOTTO

Our school motto *Aim for Excellence* recognises the importance of encouraging each student to always strive to do their best, and to reach their potential.

We aim to achieve this by:

- Providing the opportunity for all students to develop the academic and life skills needed to support their ongoing education and future aspirations
- Inspiring students to love learning and thinking, and to assist them to develop inquiring minds so that they might adapt and apply their knowledge and skills logically and creatively
- Providing the opportunity for students requiring additional challenges or support to explore and extend their skills using a variety of programs and resources
- Employing professional, dedicated, highly motivated and caring staff that use sound teaching practices and evidence-based methodologies to assist children to learn
- Supporting each student so they can develop their character, by cultivating social awareness, and positive social skills and values
- Applying appropriate disciplinary boundaries in a safe, secure and nurturing environment

Pioneer Village School will support the delivery of education by:

- Ensuring that parents have the opportunity to shape the school culture
- Providing appropriate facilities and resources
- Ensuring administrative processes and support systems are applied to enable the effective and efficient achievement of the school's objectives
- We undertake to support our vision through our actions and decisions on behalf of Pioneer Village School, Armadale, Western Australia School motto and values

OUR SCHOOL CREED

Pioneer Village is our school, let peace dwell here

Let the rooms be full of contentment, let love abide here

Love of mankind, love of life itself

Let us remember that as many hands make a house, so many hearts make a school.

OUR CONSTITUTION

Our school is unique in that all our parents and staff are Association Members and therefore share in its ownership. Please see our website www.pvs.wa.edu.au for a copy of our constitution that was revised and ratified in 2013.

OUR PHILOSOPHY

Learning

The fundamentals of Literacy and Numeracy, in conjunction with our varied school academic program, enable our students to develop a strong foundation. We believe students should receive recognition and encouragement for their diverse talents and be given the opportunity to share and extend their skills. We create opportunities for all children to experience success through a breadth of curriculum offerings.

Leading

We provide an environment where students develop self-respect, confidence and an enthusiastic attitude to life. High moral standards, based on clearly defined guidelines, are encouraged. We aim to develop resilient leaders who understand diversity and lead with intellect, care and compassion.

Life

Life-long education is essential for ongoing personal growth, creativity, resourcefulness, independent thought and developing an inquiring mind. Learning must be stimulating, enjoyable and interesting and must take place in an atmosphere of mutual respect.

Love

Family is vital to the overall success of all children's education. We gladly welcome parent participation in school activities, and parents and visitors are always welcome to participate. Our school offers the security of a close working relationship between students, teachers and families.

OUR SCHOOL WEBSITE

Please visit our school website where you will find our policies and procedures, fees, newsletters, photos of our school and other information: www.pvs.wa.edu.au

CURRICULUM AND COMMUNICATION**Literacy and Numeracy**

Literacy and Numeracy are priorities held by government and industry, and as such, the development of these skills is our highest priority. Literacy and Numeracy are integrated within all the other subjects in our curriculum, ensuring a rich contextualisation of our English language and Mathematics throughout each day. Our students undertake NAPLAN testing as well as a range of other assessments via external sources and teacher evaluations.

Humanities and Science (HASS)

HASS is taught by the class teacher and is integrated into the curriculum. The teachers follow the WA Curriculum in conjunction with the Australian Curriculum and MAPPEN program.

Technology

The school's technology facilities include computers, high speed internet technology, smart boards, laptops, tablets, digital cameras, digital video recorders, and other forms of technology. We recognise that technology is constantly changing and that it is important to keep abreast of appropriate resources for our students. We are committed to the development of technology skills and the provision of opportunities for children to extend their digital and design technology skills and knowledge through the use of appropriate hardware and software.

Fine Art, Music and Performance

The Arts are an integral part of our curriculum. At our school, Art is integrated into the classroom in a variety of ways. From STEAM, to painting and drawing and visiting artists, Art is enjoyed by all. The school also conducts a school performance and a school Music program. Dancing lessons are provided for our students from Pre-Primary to Year 6 and all our students partake in our school concerts and carols evenings.

Languages other than English (LOTE)

Our Italian lessons provide the students with the opportunity to learn another language and to gain an understanding of other cultures.

Education Support

The school places an emphasis on the acquisition of Literacy skills. As such, children requiring additional assistance in the lower grades are supported in their learning by our Education Support Assistant who administers evidence-based programs to assist with closing gaps in attainment.

Academic Extension Program

Within each class, teachers provide opportunities for children to extend their skills. The school also provides an Academic Extension Program for students identified as having the potential to benefit from enrichment.

Values and Student Behaviour Management

We endeavour to set, by example, acceptable standards of behaviour, good manners, consideration, respect, caring and friendship. A high standard of behaviour and good manners is always expected of all our students.

We believe that a child's behaviour should not be permitted to interfere with a teacher's right to teach nor another child's right to learn. Every student is made aware of the classroom and school rules and of the positive and negative consequences associated with the choices they make. The children follow set behaviour plans laid down by their class teacher which are based on the Lee Canter Behaviour model.

Excursions and Incursions

Class excursions and incursions are considered an essential part of the teaching program and are covered by school fees. There are times throughout the year however when additional excursions or incursions take place that require further payment (eg Sporting excursions). All additional money (unless specifically directed) should be paid to the class teacher. The correct money should be placed in an envelope and clearly labelled with the student's name, year and purpose for which it is intended. Unless otherwise advised, students are to wear Dress Uniform on excursions.

School Camp

Every year, a camp for Year 6 students is held in Kalgoorlie, at a cost of approximately \$880 (in addition to school fees).

Homework

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study skills. However, children should not be overwhelmed with homework as they need time for creative and imaginative play. Television and computer games are usually poor substitutes. Children of all ages enjoy being read to and are helped in developing their own reading skills by listening to a good reader. Therefore reading is a daily expectation.

To enable younger children to develop good study habits it is important to have a set time and place to work free from distraction. Parents should be aware that students vary in the time they take to complete homework or study.

Parent Information Evenings and Interviews

Parent Interviews are held each year and school reports are distributed in Term 2 and Term 4. We encourage parents to come along to our assemblies, concerts, Learning Journeys and special events where children can proudly show their parents their achievements.

Student Repeating and Student Progression

Where a family is advised by our Executive, that it is in the best interests of the child to either repeat a year or be accelerated, then parents are required to abide by the advice provided by our teaching and specialist staff.

Maintaining Contact with our Teaching Staff

Our teaching staff are always very willing to assist and support parents in the education of their children and to address any concerns parents may have. Please do not hesitate to arrange an interview with our teachers as we are always keen to help you. To enable the flow of communication in the case of a concern, please speak with the class teacher or specialist teacher in the first instance and if your concern is not alleviated, please make an appointment to see the Principal.

As the Board's role does not usually involve operational matters, parents are asked to only bring concerns to the attention of Board members when the above options have been exhausted. This will then lead to the initiation of our formal grievance procedure. If matters raised with a Board member have not initially been raised with the Teacher concerned, the Board member will direct you to contact either the teacher or Principal.

School Community Opportunities

Opportunities exist for parents to assist with, and support, our curriculum programs. We value and encourage parent assistance, experience, expertise and enthusiasm. There are opportunities for parents to socialize through our P&F fund raising social events, concerts, assemblies and other activities throughout the year. Parents can participate in decision-making through such avenues as the School Board, P&F Committee, working parties, forums and surveys. The Principal's door is always open to the community.

Assemblies

All parents are welcome to attend our assemblies, they are held fortnightly on a Friday at 2.15pm. Our assemblies are led by our School Captains and School Councillors.

School Newsletters

The school newsletter is issued fortnightly via the website and Skoolbag.

School Board Minutes

Board minutes are available for perusal at the school office upon request.

ENROLMENT

Please read this document fully prior to completing the "Application for Enrolment" form and be prepared to abide by the School Constitution, policies and directions of the school.

We would like all families to make a genuine commitment to support our school's educational program, acknowledging that this school is a non-denominational private school.

Office Hours 8:00am to 4:00pm

Daily Start and End Times

K3 & K4: 8:30am – 2:50pm

Yrs PP to 6: 8.30am – 3:00pm

Policies and Procedures

Please visit our school website www.pvs.wa.edu.au which provides information regarding policies and procedures. Hard copies are available on request.

Fees

School fees are part of enrolling in private education. An annual account will be issued before the start of Term 1, including tuition and resources fees and levies.

Pioneer Village School has a direct Debit Arrangement with a fee collection agency and it is our preferred option that school fees are set up and paid through **Paysmart**. All families will be required to pay upfront as a single payment or through Paysmart by start of 2018. Please contact the Business Manager for details.

Discounts for multiple siblings at the School are available, we recognize it is harder for larger families and Pioneer Village School wants to make it easier to attend our school – see the fee schedule.

We must have fees paid promptly. In the case of genuine hardship, short term alternative arrangements may be considered. This is at the discretion of the School Principal in conjunction with the School Board. Failure to pay school fees after all reminders have been issued will result in the family being required to leave the school and the matter being forwarded to an external debt collector.

Please be aware that families must give one Term's notice prior to exiting the school, or the school fee will apply.

Scholarships

Details can be found in the Scholarship section under the Enrolment tab of our school website www.pvs.wa.edu.au. Scholarships are only open to families new to our school.

Punctuality

Parents are requested to ensure that their children arrive punctually at school. The school program commences when the students enter class and the teacher will be unable to provide for individual students who are regularly arriving late. Late students must report to Reception for a late pass.

Attendance

Ensure that your child attends school every school day. Legally and operationally, parents are required to forward an explanation to the class teacher when their child is absent or late for school. Late passes and early leave passes are to be collected from Reception.

Roll is taken twice daily (am and pm). Parents must notify the school promptly of the reason for all student absences either by telephone, email or in person on the morning of the child's absence, or in writing upon the child's return.

Behaviour

As the welfare of all our students are our concern, positive student behaviour is expected. Parents, may be advised to seek professional assistance and are expected to do so, to assist in developing behaviors appropriate to the school environment. Significant breaches of the school Behaviour Policy may require the family to seek an education for their child at another institution.

Uniform

Students are expected to be groomed according to school uniform policy and dressed in correct school uniform which is maintained in good condition.

Pioneer Village School students all wear a smart, distinctive uniform which is purchased from our School Uniform Shop. The wearing of school uniform is compulsory. Our Uniform Shop is located at Reception and open each day.

Uniform items must be paid for at the time of purchase using cash, cheque or EFTPOS (MasterCard or Visa).

Uniform guidelines:

- A letter is required on the day if your child is not in correct uniform.
- Uniforms must always be presentable, particularly when on excursion, for the annual school photo, and to and from school. Unless otherwise advised, students are to wear Dress Uniform on excursions.
- Dress hat is to be worn to and from school on days when dress uniform is required.
- Dress school shoes should be kept polished.
- Sports hats are to be worn daily at school all year round. Parents are reminded to provide sun screen for their children in warm / hot weather.
- Sport shoes are to be cross-trainer running shoes (sneakers). Coloured runners are acceptable. However skate shoes, high top basketball-style shoes, alternative sport shoes to runners and those with built-in wheels, lights or other accessories are not to be worn.
- Hair may only be temporarily dyed for special events such as sport carnivals, dress up days and special performances and must be washed out for the following school day. Hair that is below collar length must be tied up for health and hygiene purposes. Hair is not to be bleached.
- One pair of sleepers/studs earrings (on ears only) and a wrist watch are the acceptable jewellery items.
- Nail polish is not allowed.
- The school bag is navy blue, and must include school crest.

Mobile Phones

Students are not permitted to have mobile phones at school, including in their school bags, except under special circumstances, and only with the approval of the Principal. A letter from parents for consideration is required.

Social Media

Access to Facebook and other forms of communication must be treated with caution at all times. Parents are expected to exercise great care and responsibility if permitting their child to use Facebook or other similar social network sites and to be mindful of the legal age to access such sites. Parents have the ultimate responsibility for their child and it is expected that they be positive role models for their children and that they will remind them that internet, mobile phones or other electronic communication devices can never be regarded as safe or confidential. Our school community, of which both staff and parents are association members, will not condone or tolerate defamatory comments towards the school or any members of staff, parents or students regardless of what medium of communication is being used. Deliberate misuse of technology or other means to bully, harass, coerce, discriminate, mislead or otherwise offend those who are a part of, or associated with, our school community (including the use of offensive language) by a student may lead to suspension or expulsion of the student.

Deliberate misuse of technology or other means to bully, harass, coerce, discriminate, mislead or otherwise offend those who are a part of, or associated with, our school community (including the use of offensive language) by a parent or guardian will be regarded as a breach of this contract. In such a case, parents involved will be required to retract their statements and may also be advised that their student will no longer be able to attend our school.

Voluntary Working with Children Check and Voluntary Declaration

All parents and adult family members who assist in the school on a voluntary basis will be required to complete a Volunteer Declaration Form on entry to the school. This is a government requirement as part of ensuring our students are in a safe environment. In some instances, e.g. school camps and excursions, a Working with Children Check (WWCC) is required. Please seek advice from Administration.

Health Records

It is very important that we have up to date contact details and health records, particularly in the event of an emergency. Parents must contact the school immediately should circumstances change. Children who suffer from anaphylaxis or asthma must have plans signed by a doctor annually and must ensure their child's medication is in date – this is a parent responsibility. Please be aware that on special occasions, we do celebrate birthdays with cakes or "special foods" and we do expect that children with any food allergies to have an alternative available. We ask parents of children with allergies to bring in alternative foods to be stored in the staff room so that their child is able to participate in any celebration that requires shared foods.

Photo Consent

Upon enrolment, families indicate in writing whether or not school endorsed photos can be taken of their child and whether or not their child's name can be used for school communication and marketing purposes. The agreement holds for the duration of a child's attendance at our school unless parents inform us otherwise. Parents must contact the office if this information needs to be updated.

Car Park

The maximum speed limit in the village car park is 8 Km. the drop off zone is used for students in Years 2 to 6. Parents are advised to adhere to the parking times shown on some of the bays as the village car park is private property and for patrons to the village only.

Toilet Training

Parents should ensure that their child are toilet-trained prior to attending school (including kindergarten).

Contact Details

Please ensure that contact details in the school's emergency file are kept up to date. If at any time an address, phone number, mobile or email is changed, please notify the school immediately. This is very important with respect to emergency situations.

Illness

Please ensure that children are fully recovered before returning them to school. The teacher or school office must be promptly advised as to the reason for an absence in order for it to be approved.

Head Lice

Please ensure your children's hair is checked for head lice regularly. Children must not return to school until their hair has been properly treated.

Medication and Drugs Misuse

Please ensure our medication procedures are fully adhered to and all medications are brought to the School Office for distribution. Please ensure that no medication or illicit drugs are in the possession of the student or being used by the student for the purpose of selling or enticing others. This could lead to student being expelled.

Pick-Up Procedures

Parents are asked not to arrive at the drop off zone before 3:00pm as students will not be ready for pick up until after 3:00pm. It is important for safety reasons to avoid traffic banking up toward the Albany Highway entrance to the Village car park.

It is expected that all children will be collected by 3:15 PM at the latest.

School Canteen

The School does not operate a canteen service, however it has been outsourced to a company called Tinga's café. Please complete an order form / bag and put this in the red box in the School Office.

Out of Hours School Care (Camp Australia)

Pioneer utilises the services of Camp Australia for Out of School Hours care. Their website is <https://www.campastralia.com.au/Schools/PioneerVillageSchool/6112/9341>. Parents should refer to the website for registration details.

- Before School Care is available at the school from 7:00am to 8:30am daily.
- After School Care is available from 2:50pm to 6:00pm daily during each term.
- The company running the program is **Camp Australia** - please discuss your enrolment needs with the **Camp Australia** staff.

Arrival before School (Students not involved in Before School Care)

For the safety of the children, students should not arrive at school before 8:10am. This is when students will be supervised by teaching staff.

Other Matters Relating to Entering and Leaving the School Grounds

Those students that travel to school by bicycle are not to ride their bicycles on the school grounds nor through the village.

Students who ride by bicycle or walk to and from school are expected to go directly to school in the morning and go directly home at the end of the school day. Students are not to linger in the village either before or after school.

Children are not permitted to leave the school grounds during school hours without first having parental consent and permission from the Principal.

Pets

Pets are not permitted on the school grounds. This is due to children that suffer from allergies as well as for safety reasons.

Smoking and Alcohol

Pioneer Village School is a smoke free and alcohol free zone. The drinking of alcohol is only permitted for Adults if sanctioned by the School Executive and School Board at special designated events.

Health and Medical Matters

In the event of professional medical care being required parents will be contacted immediately. In the case of an extreme emergency an ambulance will be called this expense must be borne by the parent. In the case of dental injuries, parents will be contacted and the Dental Clinic at Armadale Primary School will be consulted for advice, and if necessary, the child will be referred there.

Where possible, student medication should be administered at home rather than during school time. If medication must be brought to school, it should be stored in a container clearly showing the name of the student. Where prescription medication is involved, it will only be accepted by the school if the packaging of the medication displays the name of the pharmacy, the student's name, the medication, dosage and frequency details. Where there are students who have conditions requiring special consideration, staff must be given specific and clear written instructions from the doctor or specialist before undertaking any responsibility.

The school does not stock over-the-counter medication for children. When presenting any medication at the School Office - please do not hand to the classroom teacher - parents must complete a form detailing the requirements concerning the administration of the medication and giving the school permission to administer it.

Sick children do not enjoy school and often spread their infections. Parents must ensure children are fully recovered before returning them to school.

Minimise Nuts Please

We ask that parents do not provide their children with peanut butter or food products that contain nuts. A number of our children are seriously allergic to nuts and handling or even smelling nuts can create allergic reactions. At times children may share their recess or lunch packs without our knowledge and this could result in serious medical consequences for some children. We endeavour to provide nut-free products, however parents are advised that many products are processed in locations that also process nuts. Unfortunately we cannot always avoid this.

Please be aware that on birthdays and special occasions we do have shared "snacks". We do ask parents supply nut free products but this cannot be guaranteed. If your child has any allergies please ensure you have notified the staff and please bring in alternative foods for your child. These foods can be stored in the staffroom or classroom.

Sun Safety

Please ensure that your children wear sunscreen. Parents are expected to ensure their children have sunscreen administered before they leave home during the year. Sunscreen will be available in the classroom for children to administer. Throughout the year children must wear their hat when outside at recess and lunch times and they need to understand that "no hat means no play".

Lost Property

All items of clothing and property should be clearly labelled with your child's name. Any lost property may be found in the 'Lost Property Box' located outside the old canteen. The school will dispose of any unclaimed items at the end of each term.

Internal Emergency Procedures

In case of emergencies such as bushfire, earthquake or lock-down, the school has in place a coordinated procedure to maximise the safety of your child. Please ring the Principal if you wish to view the procedures.

Court Orders

Parents are advised that all court orders that pertain to the care of the children enrolled should be copied and held at School Office. If the school is aware that court orders are breached, we will call the police. If we believe a child may be placed in a potentially harmful or stressful situation if released from school, it is our responsibility to contact the authorities to seek further advice.

The Collection of Student and Family Information

If any of the information below is of personal concern to you, please contact the School Office as soon as possible.

Pioneer Village School collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to provide schooling for your child. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection) laws. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils as appropriate.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to the School Board, other schools, government departments, educational bodies, medical practitioners, and people providing services to the school, including specialist visiting teachers, (sports) coaches and volunteers.

Parents may seek access to personal information collected about them and their child by contacting the school. Pupils may also seek access to personal information about themselves however, there will be occasions when access is denied, such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

The school engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to other parents and staff within the school to assist in the school's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties. We may include your contact details in a class list and school directory.

Information such as academic and sporting achievements, pupil activities and other news is often published in school newsletters, magazines, local press and our website.

Taking Photos and Videos

Throughout the year events take place that showcase our students. Parents may take photographs and videos of their children participating in the events but all images are for personal use only and must not be placed on the internet, including social network sites, without prior consent of parents/guardians if other children are also shown in the photos or videos.

Parental permission for photographs is recorded and adhered to by staff at all times for images used in school publications and on our website. We are not at liberty to share this information so it is very important that parents do not publish photographs that include children other than their own.

Thank you for helping us to keep all our children safe.