



PARENT HANDBOOK

From the Principal

At Pioneer Village School, we strive to provide an education that meets the needs of all children. Our goal is to have all our students fulfil their potential – regardless of their starting point. With this in mind, we endeavour to provide best-practice, differentiated programs that meet the needs of our students.

When you join our community, you'll find that Pioneer Village School is a positive and supportive one. Positivity ensures the growth of our students' sense of well-being. It also develops their ability to celebrate not only their own, but the achievements of others.

Pioneer Village School is big enough to provide a variety of learning opportunities, but at the same time, is small enough to ensure we know all of our children. Our students learn in predominantly multi-age groupings, and we pride ourselves on the education and experiences that we are able to provide our students.

I would love to welcome you to take a tour of the school, or simply get in touch to learn more about us.

Louise Lont
Principal
Pioneer Village School





Contacts

Address: 7 Albany Highway, Armadale, WA 6112
School Telephone: 9399 6999
Email: reception@pvs.wa.edu.au
Website: www.pvs.wa.edu.au

Facebook:



SkoolBag:

Download our free school app for both android and apple devices



School Hours

School commences: 8:30am

Recess: 10:40 -11:00am

Lunch: 1:10 - 1:40pm

School ends: 3:00pm

Office Hours: 8:00am - 4:00pm

Little Pioneers ELC 7:00am - 6:00pm

Kindergarten and Pre-Primary students must be collected from their classroom. If you will not be collecting them, please advise the teacher who will be.



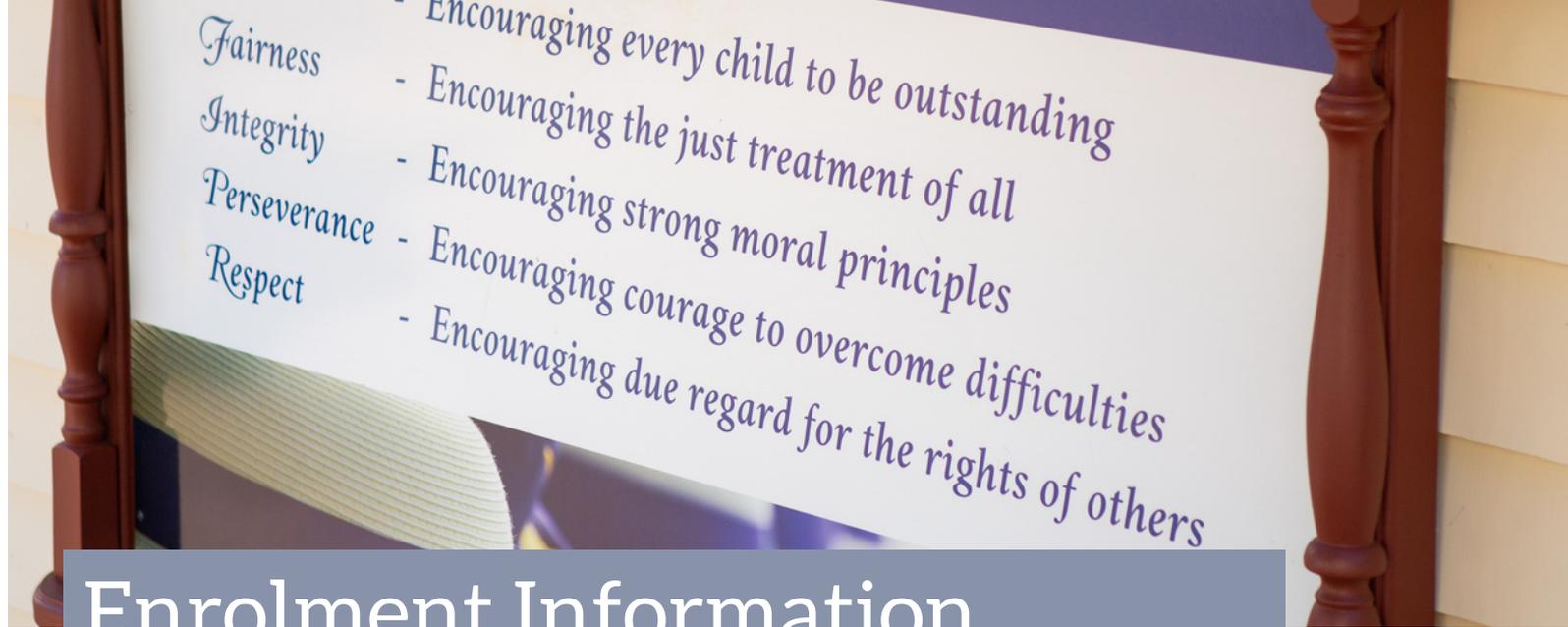
Term Dates

Please refer to our website for our Term Dates:
www.pvs.wa.edu.au

Teacher Development Days

Teachers, like students, are lifelong learners and therefore Professional Development days are extremely important. During these days teachers engage in a variety of specialised training, formal education or professional learning aimed at improving knowledge, competency, skill and effectiveness.

Students are not required to attend on these days.

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- The image shows a wooden sign with a white background and a purple border. The sign lists four school values in blue cursive font, each followed by a bullet point in purple cursive font. The values are: Fairness, Integrity, Perseverance, and Respect. The descriptions are: Encouraging every child to be outstanding, Encouraging the just treatment of all, Encouraging strong moral principles, Encouraging courage to overcome difficulties, and Encouraging due regard for the rights of others.
- Fairness* - Encouraging every child to be outstanding
 - Integrity* - Encouraging the just treatment of all
 - Perseverance* - Encouraging strong moral principles
 - Respect* - Encouraging courage to overcome difficulties
 - Encouraging due regard for the rights of others

Enrolment Information

At Pioneer Village School, we keep the enrolment process simple and transparent. We have an interview system that enables families to take a tour of the school, discuss the importance of upholding School Values, and discuss expectations as well as any concerns regarding their child.

Step 1: Apply

Complete the application form on our website. Fill in your child's details, and submit with the associated documentation.

Step 2: Interview

Once the required documentation has been received you will be contacted and an interview will be arranged. We contact families from our waitlist based on their original application date, with siblings of existing students having priority.

Step 3: Placement Offer and Acceptance

Once accepted, a \$395.00 Enrolment Fee is payable. Please note this payment is due when enrolling your first child, and is not applicable to subsequent sibling enrollments.



School Vision and Mission

Vision:

Pioneer Village School embraces traditional values while incorporating modern, best-practice and individualised learning approaches where students are supported to succeed.

Mission:

Our vision will be realised through a caring, inclusive culture where excellence in education inspires a love of learning and supports students to achieve their goals.

The Keeping Safe: Child Protection Curriculum

The Keeping Safe: Child Protection Curriculum (KS:CPC) is an evidence based, best practice curriculum developed collaboratively with child protection experts, teachers, educational leaders and other professionals. This curriculum is used by a range of Australian and International schools and is the recommended curriculum in Western Australia.

The KS:CPC is divided into 5 documents specific to the age and year level of the student.

There are an additional three documents for educators working with students:

- from Aboriginal and Torres Strait Islander backgrounds.
- from cultural or linguistically diverse backgrounds.
- with disability and additional needs.

The KS:CPC is predicated on two main themes which are presented through topics and activities of increasing complexity.

The two KS:CPC Themes are:

- Theme 1: We all have the right to be safe.
- Theme 2: We can help ourselves to be safe by talking to people we trust.

The two KS:CPC Themes are explored through four Focus Areas, which are examined in growing complexity in accordance with the age of the students.

The four KS:CPC Focus Areas are:

- Focus Area 1: The right to be safe.
- Focus Area 2: Relationships.
- Focus Area 3: Recognising and reporting abuse.
- Focus Area 4: Protective strategies.

The teachers delivering the program have received explicit training in the use of the Curriculum. The KS:CPC has been developed to ensure that effective abuse prevention programs are implemented, and that all children and young people have access to the approved child protection curriculum.

Although parent permission is not required under the Education Act 1972, we encourage parents/carers to seek further clarification if required and to provide the teacher with any relevant information about their child that could alleviate any concerns. More information can be found on the DECD Keeping Safe: Child Protection Curriculum site and I highly recommend all families spend some time reading through the content:

<http://tiny.cc/DECD-KSCPC>.



Student Placement

Multi Age Grouping (MAG)

The school has a strong commitment to MAG groupings. These groupings, coupled with peer teaching opportunities across year levels, provide key learning and development opportunities in two ways. First, these groupings allow children to aspire to the achievements of older peers. New students can enter an established and mature environment with effective models of behaviour, routines, and social interaction. Secondly, students are able to work through the curriculum without being limited to one year of the curriculum only. Pioneer Village School teachers are well versed in evaluating, planning, and teaching students as a whole class regardless of age.

The advantages of these groupings include the following:

- Exposure to a diversity of talents, aptitudes, and interests, and a wide curriculum beyond a single year.
- Opportunities to participate in peer teaching opportunities, and develop and experience definite roles. One as the older in a group, and one as the younger.
- Experience a sense of caring and responsibility for others regardless of age.
- Development of self-esteem through a greater understanding of one's own abilities, without the burden of comparison to those in a single year level.
- Work in an environment prepared for a broad age range, so students can see the whole progression of the curriculum for their group, progress independently in areas of strength, and also revisit areas of knowledge comfortably as required.

Contemporary studies in neuroscience support the value of multiage groupings in educational settings, as argued by Geake (2009: 184) in the following way:

A school of the future will be structured around multiage classes within a vertical curriculum structure that has children moving between academic levels for different subjects as needs be. Since brain development is driven by life experiences, rather than chronological age per se, individual children's learning needs are best addressed by having them engage in appropriate curriculum that their stage of learning readiness.....

Please note that placements are at the discretion of Administration.



Little Pioneers ELC (Kindergarten)

At *Little Pioneers* we believe every child has the opportunity to reach their full potential through play and experience.

At the heart of our school, our *Little Pioneer* educators provide nurturing quality care and education for 3 and 4 year olds.

- Full Government rebates available
- Flexible enrolment options available to suit individual families
- Open 50 weeks a year, 5 days a week from 7:00am-6:00pm
- Smooth transition into school

Kindergarten is the first year of schooling in Western Australia and whilst not compulsory, we highly recommend that you enrol your child. A focus in Kindergarten is on language and literacy and developing an early understanding of letters, sounds and rhyming words. Children will learn that pictures can tell stories, how written words can be read, and how spoken sounds can be written down.

The social and emotional development of your child is a very important part of learning. Learning through play teaches your child about making friends, sharing and taking turns, becoming problem solvers and creative thinkers, all while developing coordination and confidence. Purposeful play activities include cutting, painting, gluing, drawing, dressing up, sand play, climbing, storytelling, singing and dancing.

To register your interest, visit www.pvs.wa.edu.au or phone 9399 6999



House Groups

Pioneer Village School has four Houses; Dale, Forrest, Jull and Ellis.

Students are placed in a House at enrolment. Family members are placed in the same House. House shirts and Sunsmart hats can be purchased at the uniform store, and are to be worn when instructed.

Students are not permitted to wear House Shirts on school excursions, or when representing the school at non-sporting events and excursions.



Library Books and Bags

All students are encouraged to borrow books from the school library. Students will often select books to read themselves, but may select more challenging books for parents to read to them.

Library bags in which to transport their book to and from school must be brought to school on Library days. Students will be made aware of library days at the beginning of each year. If a student damages or loses a library book, the parent will be responsible for replacement costs.



Assemblies

Assembly is held in the Assembly Hall. Assemblies are run by our School Leaders, and dates can be viewed on the school calendar. Parents are welcome to attend all assemblies and all Merit Award recipients will be notified prior to Assembly.

CERTIFICATES

Different types of certificates are presented at each assembly. Certificates are awarded based on effort, behaviour and results, and each student may not receive a certificate in any given year.



Security and Emergencies

Grounds/Security

Once students have arrived at school for the day, they are not permitted to leave the school grounds unsupervised for any reason. Parents are requested to remind students school grounds are out of bounds before and after school hours. In the interest and safety of our students, the gates are locked during school hours, and all visitors must sign in at Reception.

Evacuation/Emergency Procedures

Pioneer Village School has clear emergency management procedures and regularly practices whole school drills. If the alarm is raised, all visitors to the school must report to, and stay with, the closest classroom teacher. It is essential that all visitors to the school, including parents, sign in. This allows us to account for everyone on site in the case of an emergency.



Mobile Phones

Students may have mobile phones for a variety of reasons. The following rules apply.

- Mobile phones are to be turned off immediately when the student arrives at school.
- Mobile phones are to be handed in at the Reception before the student goes to their class in the morning and collected in the afternoon.
- Mobile phones may be turned on once the student has been dismissed at the end of the day.
- Any student who disregards the above, and makes inappropriate text or voice calls; or takes photos or video images whilst on school premises, will forfeit the right to have a mobile phone at school. Further consequences may also apply.
- Phones will be confiscated in the instances described above and returned only to the student's legal parent or guardian.
- No responsibility will be taken by the school for phones lost or stolen.

A photograph of a red and yellow apple on a desk. In the background, two students in blue school uniforms are sitting at a desk, one holding a pencil. The scene is brightly lit, suggesting a classroom environment.

Accidents, Illness and Emergency Management

Where possible, parents will be notified immediately if students become ill or are seriously injured at school. It is essential that family information on the school computer system is accurate and up to date to enable this emergency contact.

The school staff are not permitted to administer medications without authority, and may only administer basic first aid. This makes ensuring that the school has your current contact information vital to your child's wellbeing.

If you receive a phone call from the office advising your child is sick and requesting you collect them from school, please first report to the office and sign your child out. Teachers will not release students who have not signed out.

Should an ambulance be required, parents will be required to cover the cost.



Medical Emergencies

Please ensure all medical conditions are made known to the School Reception. If a student has a medical condition or allergy which may require emergency treatment, an Emergency Action Plan is to be completed by the family GP and provided to the School Reception.

For serious medical conditions parents must provide the school with written details of the condition including treatment. A form for this is available from Reception. Depending on the severity of the ailment a meeting with administration staff may be required prior to enrolment. This information must be constantly updated to ensure that the school has the most current information and contacts.



School Board and P&F

The School Board endorses and reviews the School Development Plan, monitors the School Budget, sets the Voluntary Contribution levels, and involves itself in relevant policy areas. An AGM and School Board elections are held annually.

The P&F is an active group of parents who meet regularly at school. Please consider becoming involved with this group as strong parent participation is a key to the ongoing success of our school.



Attendance and Absences

An explanation for all absences is required, and medical clearances in the case of an infectious disease. If your child is absent without the school being notified you will receive an SMS advising you of their non-attendance. You are able to advise the school of the reason for the absence by:

- Using the SkoolBag app
- Calling the school on 9399 6999
- Emailing the school email address
- Responding to a text message sent by Reception

In the event of a prolonged absence, please notify Reception by email.

If you are intending to leave Pioneer Village School please advise the school in writing. We require a full term's notice before departure. Non-compliance will result in one term's 'insufficient' notice fee.



Home Learning

Daily reading is the cornerstone of our approach to home learning.

Parents are encouraged to assist their children with learning at home. A formal, prescriptive and assessed program is not required for home learning to be beneficial. Teachers will provide advice to parents regarding shared home activities that will enhance their child's learning.

This may include the following:

- Passion projects
- Spelling
- Tasks to develop lifelong hobbies
- Outdoor experiences
- Research based tasks
- Research tasks
- Occasional tasks



Custody of Children

Where there is a separation in the family and one or both parents have custody of the child/children, the school must be made aware of the custody details. Official documents relating to this should be made available to the school. All such information is confidential. Without official court documentation both parents will have equal access to the child/children concerned.



Contact Details

Parents are reminded of the importance of providing the school with current contact information.

Families will be requested to update their contact details at the beginning of each school year on Consent2Go. However, if changes occur during the year, please advise reception by using the Change of Details eForm on the SkoolBag app, or by emailing reception@pvs.wa.edu.au

It is important that current contact details are provided for more than one person. If the office needs to contact you for any reason, they will first try the person designated as the primary contact, then work down the approved contact list until they are able to reach someone.



Internet Use

Whilst at school all students access and use the internet under supervision. Parents are required to sign a permission form which is part of the enrolment process. Students who breach this privilege may lose their right to use this resource.

Students will be asked to read through, and sign, a *Internet/Computer Use Contract*. Teachers will thoroughly explain the contract to students, as well as expected behaviour and attitude when using devices. Consequences will be applied to those who break the usages rules.



Photographic Permission

Parents will be asked for photo permission through Consent2go. This consent will allow their child's image to be used for School marketing purposes. This image may be a photograph or video that will be used outside the school community. This permission will be completed as a part of the enrolment process.

We understand parents will want to take photos of their children at various school events. However, we ask parents to follow societal protocols and not take unnecessary photos of other children, nor share photos on social media that include children other than their own.



Policies and Procedures

All Pioneer Village School community members are committed to ensuring a safe, positive and inclusive environment where everyone has the right to be respected. We all have a responsibility to respect each other.

Students, staff, parents, caregivers and the wider community have the right to a safe and supportive learning environment.

Our policies and procedures enable our school community to approach the care and education of our students with the best knowledge and practice. View the 'policies' section of the Pioneer Village School website for more information.



School Values & Behaviour Management

At Pioneer Village School we are committed to providing quality educational opportunities for all students. We aim to establish and maintain a safe and engaging learning environment that will embrace the knowledge, understands and values of the school.

Pioneer Village School Values:

- Excellence
- Respect
- Fairness
- Integrity
- Perseverance

Our Behaviour Management Plan aims to support staff and students in maintaining a positive and respectful environment. It encompasses meeting the social, emotional, physical and academic needs of students and school community.

Pioneer Village School is a Child Safe School and we integrate the National Child Safe Principles into our policies. Our policies to support staff and students are available on our website <https://pvs.wa.edu.au/discover-pvs/policies-procedures/student-welfare/>

Pioneer Village School explicitly forbids the use of any form of child abuse, corporal punishments or any other degrading punishment (see definitions in Appendix).



Minimise Nuts Please

We ask that parents do not provide their children food that contains peanut butter, or food products that contain nut products.

A number of our children are seriously allergic to nuts and handling, or even smelling nuts, can create an allergic reactions. Sharing of lunches is not allowed, however, sometimes children could share their recess or lunch packs without teacher knowledge, and this could result in serious medical consequences for some children.

If your child has any allergies please ensure that you have notified Reception and provided a management plan (if applicable).

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 so please feel free to bring in alternative foods for your child. These foods can be stored in the staffroom or classroom.



Camp Australia

Before and After School Care is provided by Camp Australia daily onsite during the school term.

- Before School Care is available from 7:00am to 8:50am.
- After School Care is available from 3:00pm to 6:00pm.

Please discuss your enrolment needs with the Camp Australia staff. They can be contacted through their website: <https://campaustalia.com.au/>



Uniform

Students are expected to be dressed according to school policy, and present in correct school uniform everyday. Uniforms must be maintained in good condition.

Parents are expected to advise the school teacher when their child is not in the appropriate uniform.

Please note the following:

- An explanation letter is required if your child is not in correct uniform.
- The uniform should always be presentable, particularly when on excursions, or for the annual school photos, and whilst travelling to and from school.
- Sports hats are to be worn daily at school all year round.
- Dress school shoes should be kept polished.
- Students are to wear the correct uniform on excursions.
- 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 is only to be temporarily dyed for special events such as sport carnivals, dress-up days and special performances. Hair that is below collar length must be tied up for health and hygiene purposes. Hair is not to be bleached.
- Earrings may include only one pair of ear sleepers/studs, and wrist watches are accepted items.
- Nail polish is not to be worn.
- All children are expected to use the PVS School Bag to carry belongings.



Drop Off & Collection Zone

The Drop Off and Collection Zone is designed to ease the flow of traffic within our school carpark. In the interest of the safety of our whole school community, we expect all families to follow the rules. These rules can be found on our Skoolbag app.

The Zone is primarily for use by parents of students from Years 2- 6. Children younger than this may use the Zone if permission has been received by the class teacher and Principal.

To ensure the safety of younger students, parents are required to reverse park in the Village's top car park, and escort their children to and from class.

All Students not using the Drop Off and Collection Zone should be collected from their classrooms at the end of the day.



Concerns and Complaints

Pioneer Village School welcomes feedback from all members of the school community, and takes all concerns or complaints that may be raised seriously.

We accept feedback in all forms, providing a culturally safe and child friendly complaints process, as guided by the National Child Safe Principles, so that all members of our community can equally access the support they need to be heard.

We encourage parents to make their child's teacher or Reception their first port of call.

Please refer to the Communication and Complaints policies and procedures for parents and students online at <https://pvs.wa.edu.au/discover-pvs/policies-procedures/child-safety/> Alternatively hard copies can be requested from Reception.

Pioneer Village School employs the rules of procedural fairness in dealing with all concerns and complaints (see Appendix).

Complaints to the Director General

'The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, she does not have power to intervene in a complaint or override the school's decision.'

(The Guide, p33)



Appendix - Definitions

Child abuse

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

- (1) Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or caregiver.
- (2) Sexual abuse occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:(a) the child is the subject of bribery, coercion, a threat, exploitation or violence;(b) the child has less power than another person involved in the behaviour; or
- (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
- (3) Emotional abuse includes:(a) psychological abuse; and(b) being exposed to an act of family and domestic violence.
- (4) Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.

Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

Culturally Safe

A culturally safe environment as defined by The Royal Commission is an environment 'where there is no assault, challenge or denial of [a person's] identity, of who they are and what they need' and refers specifically to Aboriginal and Torres Strait Islander peoples.

Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child [UN Committee on the Rights of the Child, General Comment No. 8 (2006)].

Emotional abuse

Emotional abuse occurs when an adult harms a child's development by repeatedly treating and speaking to a child in ways that damage the child's ability to feel and express their feelings.

Psychological abuse

Repeatedly treating and speaking to a child in ways that damage the child's perceptions, memory, self-esteem, moral development and intelligence. It is a form of emotional abuse.

Rules of Procedural Fairness

These rules require:

- (a) a hearing appropriate to the circumstances;
- (b) lack of bias;
- (c) evidence to support a decision; and
- (d) inquiry into matters in dispute.