



# EAST HAMILTON HILL PRIMARY SCHOOL

Parent Information Booklet 2022



*Inspired Learning. Inspired Future*

Moorditj Kaadadjiny, Moorditj Boorkdakan



*Inspired Learning. Inspired Future*  
Moorditj Kaadadjiny, Moorditj Boorkdakan

# Principal's Welcome

It is with great pleasure that I welcome you and your child/children to East Hamilton Hill Primary School in 2022. Our school is committed to ensuring that your association with the school is a happy, positive, and supportive one as we work in partnership together enacting our motto: Inspired Learning, Inspired Future.

East Hamilton Hill Primary School is an Independent Public School with all staff professionally devoted to providing rigorous, inclusive learning environments where the social, emotional, and academic development and enhancement of the whole child is extremely important. Each student is treated as an individual and all are encouraged to reach their potential in a caring and supportive environment as we strive to promote tolerance, excellence, resilience, enjoyment, endeavour, sportsmanship and cultural appreciation. This only comes about when we all join together as a community with positive aims and purposes in mind – we are better together.

This view is central to our approach, and captured within our Vision and Purpose Statement:

Together we provide a connected and welcoming learning environment where individuals are empowered with the confidence to thrive.

This vision guides the work that we do and is central to our Business Plan 2022-2024, organised under our school priority areas of: High Quality Teaching, Nurturing Learning Environments, Highly Effective Leadership, Positive Relationships and Partnerships, and Successful, Thriving Students.

This is the first year of this Business Plan that details a strong and committed improvement agenda, building on strength to achieve excellence.

We hope that you, through your interest, personal involvement and cooperation, will come to feel very much a part of our school community. Each new family is issued with a copy of this booklet, which provides information on school operations.

I look forward to working with you during the course of your association with our school and encourage you to become actively involved in your child's education.

Kind regards,

*Michelle Nash*

**Principal**

Michelle.Nash@education.wa.edu.au



We acknowledge the traditional custodians of the Wadjak boodja on which our students live and are educated, and honour the Elders, past, present and emerging. We acknowledge parents, families and communities as the first educators of their children. We recognise and value the learning that Aboriginal children bring with them from their homes and communities into the classroom.

# Welcome to East Hamilton Hill Primary School!

Principal: Michelle Nash  
Deputy Principal: Grady Scheiblehner  
Manager of Corporate Services: Cheryl Ancell  
School Officers: Jo Stals  
Rita Groves



[easthamiltonhill.ps@education.wa.edu.au](mailto:easthamiltonhill.ps@education.wa.edu.au)



27 Bradbury Road, Hamilton Hill



[easthamiltonhillps.wa.edu.edu](http://easthamiltonhillps.wa.edu.edu)



08 9487 9300



8:00am - 3:30pm

## Our School Context

### *Building on Strength*

Established in 1960, East Hamilton Hill Primary School is located in the suburb of Hamilton Hill, 5km south-east of the port of Fremantle, and caters for students from Kindergarten through to Year 6. Commencing as an Independent Public School in 2013, East Hamilton Hill Primary School continues to maintain a high level of autonomy with the capacity to make decisions centred around meeting the needs of the community we serve to consistently progress and nurture the learning and development trajectories of each and every student.

Together we are committed to building a genuine sense of welcome and belonging, while achieving excellence by placing students at the heart of all decisions. Building, fostering and maintaining positive relationships is embedded in our approach, while our relentless pursuit of 'better' prioritises improved student learning, outcomes, and engagement. Success does not look the same for all students, but all students can be successful in learning and life; empowering thriving students is our collective purpose. Driving our commitment to excellence recognises that every teacher is a highly effective teacher, not by chance but by design. Our dedicated staff maintain an environment which supports each child every day to achieve their personal best and employ evidence-based strategies within defined whole school approaches to maximise the impact they are having on student learning and progress. As a community, in partnership with parents, we build on strength; inspiring learning that leads to an inspired future.



## CARE



## EXCELLENCE

## Purpose

Together we provide a connected and welcoming learning environment where individuals are empowered with the confidence to thrive.

# Administration

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## Term Dates

All term dates for the current and future years are available on the Department of Education website: [www.det.wa.edu.au/education/termdates/](http://www.det.wa.edu.au/education/termdates/)

## 2022 School Terms

Term 1: Monday 31 January - Friday 8 April 2022

Term 2: Tuesday 26 April - Friday 1 July 2022

Term 3: Monday 18 July - Friday 23 September 2022

Term 4: Tuesday 11 October - Thursday 15 December 2022

## School Development Days

Term 1 Thursday 27 January 2022

Term 1 Friday 28 January 2022

Term 1 Tuesday 8 March 2022

Term 2 Monday 23 May 2022

Term 3 Monday 15 August 2022

Term 4 Monday 10 October 2022

## Public Holidays (during school terms)

Labour Day Monday 7 March

ANZAC Day Monday 25 April

Western Australia Day Monday 6 June

## School Day

8:30am - 8:45am	Doors open — Reading and Ready to Learn
8:50am - 11:15am	Instructional time
11:15am - 11:45am	Break 1
11:45am - 1:35pm	Instructional time
1:35pm - 2:05pm	Break 2
2:05pm - 3:00pm	Instructional time

It is expected that children will arrive on school grounds between 8:20am and 8:30am. To ensure the safety of all children we request school arrivals do not occur before this time. Students are asked to sit outside the Breakfast Club until classrooms open.

## Enrolment

As per the Department of Education's Enrolment Policy, originals of the following documents are required, and will be copied by the school, in order to complete an Application for Enrolment:

- Birth certificate, extract of birth or passport;
- AIR Immunisation History statement printed from the MyGov website; and
- Proof of address e.g. Lease agreement, Utility bill (gas or electric) or Drivers Licence.

Parents of children with special needs are asked to contact the school to discuss these needs when the Application for Enrolment has been approved to ensure that the most appropriate program is in place to meet their needs.

# Administration

## Custody of Children

Please provide copies of court orders to the Principal at the time of enrolment. If in the future there are any changes to the orders it is important that the school is updated and the Principal informed.

## Voluntary Contributions/Charges/Personal Use items

A schedule outlining the Charges and Voluntary School Contributions is included with this information pack.

The total amount of voluntary contributions parents are being asked to pay is \$40 per student per year, with a maximum family contribution of \$120 per year. Money collected will be used to supplement school expenditure in the curriculum learning areas. The contributions add to the quality of our teaching and learning programs, and addressing key priority areas.

A breakdown of estimated charges for your child's participation in excursions, incursions and activities throughout the year is also outlined. The schedule identifies the maximum costs for the school year, with some items (such as school photos) optional components.

The Items for Personal Use list for each year are provided to parents following endorsement from the School Board. East Hamilton Hill Primary School negotiates competitive prices for the materials on the list with various suppliers each year to ensure value for money and quality items. The school elects to not receive any commission in return for the cheapest item prices.

## Kindergarten Days

Kindergarten is a part-time structure with children attending 5 days across a fortnight. When enrolling your child at East Hamilton Hill Primary School we will make every attempt to place them in a group according to your preference for years when two groups are available (dependant on student numbers).

Kindergarten Group A attends: Monday, Wednesday and even Fridays in the term

Kindergarten Group B attends: Tuesday, Thursday and odd Fridays in the term



# Relationships

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## Communication

East Hamilton Hill Primary School highly values the connections we have with all parents as partners in the education of your children and we are committed to providing regular, positive feedback. Should you have any queries regarding your child's learning, we will respond promptly. We encourage parents to openly discuss any matters or concerns regarding your child's schooling as early as possible. The best way to do this is to arrange an appointment with the relevant staff member so that an appropriate amount of time can be devoted to resolving the matter effectively. To avoid disruptions to normal class routine we ask that you arrange meetings with teachers in advance.

We encourage parents to take an active role in staying in touch with the school and updated with events, notices and news. East Hamilton Hill Primary School communicates with the parent community via Connect, Facebook and school newsletters. Classroom teachers may also choose to keep in touch with parents via letter, phone or email.

## Connect

Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect include a P-number and Password. Connect is a platform for two-way communication with class teachers and instant notifications from the school.

## Newsletters

Published every two weeks, the East Hamilton Hill Primary School newsletter is a source of information regarding events and happenings around the school. Learning is the heart of everything we do, and this is reflected in the structure and content of our newsletters. Newsletters will be delivered electronically via email, published on Connect and also available to view on our website.

## Term Planners

The term planners provide parents with comprehensive information about each term and the key events scheduled. At the start of each year the four terms will be sent home, with updated versions shared with parents at the start of each term, as there are always slight changes and additions to these as we progress through the year. The main yearly events are carefully mapped out to ensure there is a balance in each term of costly items (photo, swimming lessons, etc.) and the P&C also map their yearly fundraising plans around such events as much as possible.



# Relationships

## Assemblies

School assemblies provide the opportunity for students to present to the school community and share classroom learning experiences. Parents are invited to attend these assemblies which are held on Friday mornings, three times per term commencing at 9:00am. Certificates of Merit and Tod Awards will be presented to students at each assembly with parents of recipients notified at least 2 days prior.

## Positive Behaviour Support

East Hamilton Hill Primary School is committed to meeting the behavioural and social-emotional needs of individuals, whilst recognising the rights of others in a safe, caring and positive school environment.

Our behaviour management policy focuses on teaching, rewarding and reinforcing desirable behaviour, and providing appropriate support as required. It is based on the Positive Behaviour Support framework and provides clear school and classroom behaviour expectations with fair and appropriate consequences which are applied consistently and equitably.

Our journey as a PBS school implementation is progressing. We have an established matrix that is regularly reviewed and updated that identifies behaviour expectations, reflective of our values and will provides a common language throughout the school.

Our CARE values are:



	<b>We Cooperate...</b> Working together for a common purpose	<b>We Aspire...</b> Make an effort, attempt, strive or try	<b>We Respect...</b> Show regard, thought or consideration	<b>We Excel...</b> To aim for excellence
At East Hamilton Hill...	<ul style="list-style-type: none"> <li>• We listen to and follow instructions from all staff and visitors</li> <li>• We work as a team and include others</li> <li>• We use equipment, the internet and technology appropriately</li> <li>• We walk our wheels and move around the school safely</li> <li>• We line up quietly and sensibly</li> </ul>	<ul style="list-style-type: none"> <li>• We are prepared, organised and return to class on time</li> <li>• We accept the consequences of our actions</li> <li>• We do our best and set goals</li> <li>• We try to solve playground problems before asking the duty teacher for help</li> <li>• We come to school every day with a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• We are honest and tell the truth</li> <li>• We keep our hands, feet and objects to ourselves</li> <li>• We show respect for the school environment and our community</li> <li>• We speak kindly and respectfully to and about everybody</li> <li>• We are responsible for returning school property</li> </ul>	<ul style="list-style-type: none"> <li>• We aim for personal excellence</li> <li>• We wear our school uniform and represent EHPS with pride</li> <li>• We have a go, persevere, and reflect</li> <li>• We demonstrate sportsmanship</li> <li>• We are positive role models for our peers</li> </ul>

# Relationships

## Factions

At East Hamilton Hill Primary School our three factions are:



The names of our factions are three of the Noongar seasons and reflect our commitment to cultural responsiveness. The faction colours complement our school brand with distinct variation of the green for difference and add vibrancy to our school.

Faction groups provide students with the opportunity to engage with peers across year levels in sporting events, reward systems and whole-school events and competitions. Promoting team spirit, participation and communication skills are key focus points of factions. Students will have the opportunity to celebrate faction participation through the wearing of faction uniforms once a week on a Friday.

## Reporting to Parents

As part of accountability requirements, regular reporting to parents and feedback on student progress is an important requirement of the school. This occurs formally at the end of each semester with a report and informally throughout the year.

Informal and ongoing contact with the teachers is highly valued. Parents are welcome in classrooms in the 20 minutes before instructional time begins each day and at the conclusion of the day. If you would like to speak with the teacher regarding your child's progress or if you have any concerns please make an appointment to ensure sufficient time and undivided attention can be provided. In addition, various opportunities throughout the year are identified on our calendar for informal reporting, such as Parent-Teacher Conferences, Open Night and other whole school events.

## Parent Involvement

Parent assistance in the classroom and with school activities is always very welcome and encouraged. It gives parents the opportunity to take an active part in class activities and develop an understanding of how children learn. Teachers are keen to involve parents as much as possible in the classroom through various activities and scheduled times during literacy and/or numeracy instructional times. Please refer to your child's classroom teacher for specific details in regards to parent help in the classroom.

In addition, opportunities for active parent involvement through the P&C and School Board are encouraged as we work in partnership towards our vision.

# Relationships



## Parents and Citizens Association

The P&C provides a great opportunity for parents, teachers and community members to support the learning environment and infrastructure of the school. The purpose of the P&C Association is to:

- Foster community interest in learning;
- Promote the close liaison between the school and community;
- Run a cost-effective canteen; and
- Assist in the provision of school amenities.

P&C meetings are held Monday mornings in Weeks 3 and 7 each term, commencing at 9:00am. The role of the P&C Association is diverse and absolutely vital to our school. We welcome all parents and community members to get involved as we are better when we all do it together!

## School Board

The purpose of the School Board is to act ethically and with integrity in the governance of the school within the legislated accountability framework.

As an Independent Public School, East Hamilton Hill Primary School has an established School Board comprising of parent and community representatives, the school principal and staff representatives. Parents are encouraged to nominate for positions on the Board when staggered tenures expire. An election will be held if more nominations than vacant places are available. The School Board has a major voice in shaping the direction of education and planning in the school.

## Attendance

Every day at school matters and consistent attendance as well as active participation are essential for your child's social and academic learning. Children need to attend school regularly so they can take full advantage of all the educational opportunities available.

The School Education Act 1999 requires children of compulsory school age Pre-primary – Year 6 to attend school. Once a child is enrolled in kindergarten, it is also then compulsory that they attend. It is important to assist your child's achievement and learning by making regular school attendance a priority.

At East Hamilton Hill Primary School we encourage regular attendance rates of 95% and above. The impact on the continuity of learning with rates lower than this can be significant. Over time poor attendance rates can have a substantial cumulative effect on student progress and development.

When your child is unable to attend, legislation requires that parents forward written notification providing a reasonable cause for the absence of their child. We encourage you to notify us on the morning of the absence by phoning the school or sending an email. If a phone call explanation is not provided, a note explaining the absence is requested on return to school.

# Relationships

## Attendance

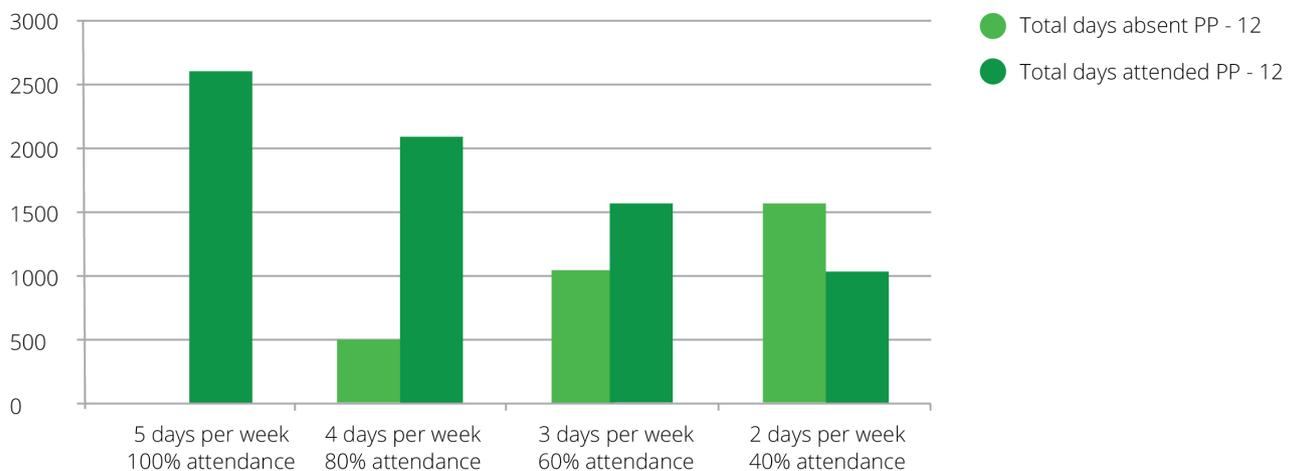
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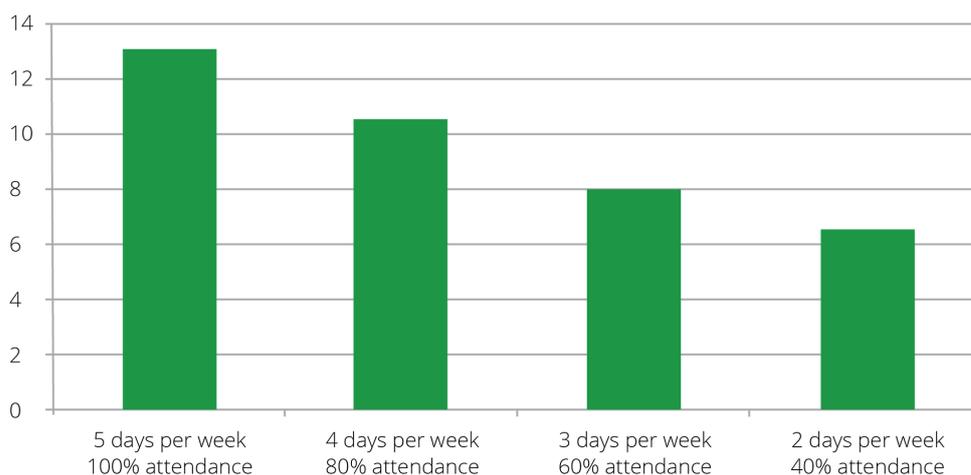
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## Attendance Rates



## Equivalent Attendance in School Years



# Policies & Procedures

## School Uniform Policy

Wearing school uniform develops a sense of pride in our school; raises our profile in the community and assists with maintaining a positive tone. We encourage all students to wear the uniform at all times in order to be part of the team at East Hamilton Hill Primary School.

Our uniform is manufactured using high-quality materials and includes a sun-safe hat that students will be asked to wear at all times when outside. Faction shirts can be worn on Fridays each week. The full uniform range is available for purchase online or through the onsite uniform shop operating out of the library every other Monday.

Uniform order forms are also located at the front office.

In addition to the East Hamilton Hill Primary School uniform, students should wear suitable enclosed footwear that will allow for ease of movement in and outside the classroom.

## Homework

Homework may take a variety of forms. The important factor is that any homework must provide educative experiences. Homework should centre around the interests of the child, and foster purposeful learning. Homework tasks set by the classroom teacher are designed to consolidate the learning within the classroom, meaning that your child should be able to complete these independently. Targeted activities may form part of your child's homework as part of an Individual Plan created by the classroom teacher in consultation with the parent to meet specific needs and goals.

Children should be encouraged to read or be read to each day for interest and enjoyment. Our home reading program will support this in addition to general library borrowing and personal home collections of high-interest reading material. Reading is recorded through our KAPER program with rewards for reaching milestones at the end of each term.



# Policies & Procedures

## Crunch & Sip

The Crunch & Sip program is an easy way to help kids stay healthy, happy and focused for learning. Crunch & Sip is a time set aside during the school day to eat salad vegetables and/or fruit and drink water in the classroom. Students bring vegetables or fruit to school each day for the Crunch & Sip break. Each child also has a bottle of water in the classroom to drink throughout the day to prevent dehydration.

Giving students the chance to re-fuel with fruit or vegetables helps to improve physical and mental performance and concentration in the classroom, as well as promoting long term health. At East Hamilton Hill Primary School we actively seek to increase awareness of the importance of eating vegetables and fruit and drinking water as part of a healthy and balanced lifestyle.

## Collection of Students during School Hours

In certain circumstances it may be necessary to collect children from school during instructional hours (e.g. illness, medical appointments, etc.). Parents are required to complete a Student Leave Pass at the front office before picking up child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

## Collection of Students after School Hours

At times, parents can be unavoidably detained, causing them to be late when collecting their children from school. In such circumstances, please phone the school so that supervision arrangements can be made. All students in Early Childhood classrooms need to be collected by a parent or pre-arranged designated person.

## Out of Hours Care

Out of school hours care is provided to parents of students at East Hamilton Hill Primary School on the school grounds by WANSLEA Early Learning and Development. Bookings for before and/or after school care are essential. For further information please contact:

### WANSLEA



[www.wanslea.org.au](http://www.wanslea.org.au)



Monday to Friday - 6:30am to 8:30am and 3:00pm to 6:00pm

## Bicycles/Scooters

Students may ride their bikes or scooters to school. In the interest of safety, our expectations for parents and students are:

- A helmet must be worn, as per Western Australian legislation;
- Students are asked to walk bikes and scooters through the school grounds to ensure the safety of others;
- Bikes and scooters are housed in the designated area during the school day and secured appropriately; and
- Parents supervise children under the age of 10 when riding to and from school.

# Policies & Procedures

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## Mobile Phones

Students are not encouraged to bring mobile phones to school. However, where parents request that their child does need to have a mobile phone while travelling to and from school, during school hours the phone must be switched off and given to the classroom teacher. The school takes no responsibility for mobile phones, inclusive of damage or theft. Parents needing to make emergency contact with their child during school hours are requested to do so through the Administration office.

## Visitors

All visitors to the school will be required to sign in at the front office.

## Lost Property

A container of lost property (such as clothing) will be located in the Administration Office. We ask for your assistance by ensuring that all personal belongings are clearly labelled with your child's name to assist us to be able to promptly return items misplaced by children within the school grounds.

## Personal Belongings

Children are asked not to bring valuables such as iPods, jewellery, electronic toys or money that can be mislaid or damaged during school hours.

## No Smoking

Parents and visitors are asked to adhere to the Department of Education Policy prohibiting smoking on school grounds.

## Pets/Dogs

We request that no dogs enter the school site at any time, or be tied up at the gates just outside, and that the community is mindful of the fact that some children are fearful of dogs.

Our school does run a Story Dogs program through an accredited organisation with the dogs screened for temperament. This program allows these dogs to be on school site during the day as they engage students with reading. Story Dogs are exempt from these guidelines as is any other service dog.

## Kiss and Drive

The informal Kiss and Drive facility is intended to free up parking spaces as families who use it don't require to park and have a positive impact on traffic flow around our school. It is vitally important that the one way loop is used for accessing the kiss and drive is constantly flowing. While it is convenient to remain stationary while you wait for your child to arrive for collection, it causes delay and frustration that is easily avoidable. If your child is not waiting for you when you pull in, please do a lap and return. We are all busy and are in a hurry, but a little courtesy goes a very long way in a school carpark.

# Medical

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## Accidents & Illness

In the event of a child having an accident or feeling unwell, every attempt will be made to contact parents using the details registered with the school. All parents are asked to ensure that the school has up-to-date contact phone numbers, address and emergency contact details, so contact can be made without delay. In the event of a serious accident where parents cannot be contacted, an ambulance will be called.

## Infectious Illnesses

### Chicken Pox

Infectious period: From 2 days before rash appears until vesicles have formed crust.

### Measles

#### NOTIFIABLE

Infectious period: About 4 days before to 4 days after rash appears.

Exclusion period: Exclude for 4 days after the onset of rash, in consultation with Public Health staff.

### Pediculosis

#### (head or body lice)

Infectious period: Until lice and eggs (nits) are killed.

Exclusion period: Exclude until after treatment has commenced and live lice are removed.

### Ringworm

Infectious period: As long as lesions are present.

Exclusion period: Exclude until person has received anti-fungal treatment for 24 hours.

### Rubella

Infectious period: From 7 days before to at least 4 days after the onset of rash.

Exclusion period: Exclude for 4 days after onset of rash.

### Scabies

Infectious period: Until mites and eggs are destroyed.

Exclusion period: Exclude until the day after treatment has commenced.

### Whooping Cough

Infectious period: From the onset of running nose to 3 weeks after onset of cough.

Exclusion period: Exclude for 14 days from onset of cough or for 5 days after starting antibiotic treatment.

### Glandular Fever

Infectious period: months

Exclusion period: do not exclude

### Diarrhoea

Infectious period: days to weeks

Exclusion period: Exclude until diarrhoea has ceased for 24 hours

## Medication/Medical Conditions & Allergies

As part of the enrolment process a Student Health Care Summary form is required to be completed for each child that provides the school with specific information regarding health needs. All allergies and medical conditions need to be identified. If your child has a health condition that requires medication or the school's support, the appropriate documentation will be provided for completion. We request that updates to action plans and medications are communicated with, and provided to the school to ensure we are working together to meet the needs of your child.

Medications (e.g. antibiotics, analgesics, Ventolin) are not to be kept in children's school bags or in classrooms. Prescribed medications need to be brought to the Administration Office and an Administration of Medication form completed. Medications will only be administered with full written instructions from parents.

ACTION PLAN FOR Anaphylaxis

For use with EpiPen® adrenaline autoinjectors

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Photo

Confirmed allergens: \_\_\_\_\_

Family/emergency contact name(s): \_\_\_\_\_

Work Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ Dr: \_\_\_\_\_

I hereby authorise medications specified on this plan to be administered according to the plan.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Date of next review: \_\_\_\_\_

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector.
- Give other medications (if prescribed).....
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for **ANY ONE** of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
- 2 Give EpiPen® or EpiPen® Jr adrenaline autoinjector.**
- 3 Phone ambulance\*: 000 (AU) or 111 (NZ).**
- 4 Phone family/emergency contact.**
- 5 Further adrenaline doses may be given if no response after 5 minutes, if another adrenaline autoinjector is available.**

**If in doubt, give adrenaline autoinjector**  
Commence CPR at any time if person is unresponsive and not breathing normally.  
EpiPen® is generally prescribed for adults and children over 5 years.  
EpiPen® Jr is generally prescribed for children aged 3-5 years.  
\*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Asthma: Y  N  Medication: \_\_\_\_\_

1 Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.

2 PLACE ORANGE END against outer mid-thigh (with or without clothing).

3 PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds. REMOVE EpiPen®, Massage injection site for 10 seconds.

Instructions are also on the device label and at: [www.allergy.org.au/allergy/91616](http://www.allergy.org.au/allergy/91616)

© ASCIA 2015. This plan was developed as a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

ACTION PLAN FOR Allergic Reactions

For use with EpiPen® adrenaline autoinjectors

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Photo

Confirmed allergens: \_\_\_\_\_

Family/emergency contact name(s): \_\_\_\_\_

Work Ph: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ Dr: \_\_\_\_\_

I hereby authorise medications specified on this plan to be administered according to the plan.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Date of next review: \_\_\_\_\_

MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help.
- Give other medications (if prescribed).....
- Phone family/emergency contact.

Mild to moderate allergic reactions may not always occur before anaphylaxis

Watch for **ANY ONE** of the following signs of anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
- 2 Give adrenaline autoinjector if available.**
- 3 Phone ambulance\*: 000 (AU) or 111 (NZ).**
- 4 Phone family/emergency contact.**

**Commence CPR at any time if person is unresponsive and not breathing normally.**  
\*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Asthma: Y  N  Medication: \_\_\_\_\_

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens.  
For people with severe allergies (and at risk of anaphylaxis) there are ASCIA Action Plans for Anaphylaxis, which include adrenaline autoinjector instructions.  
Instructions are also on the device label and at: [www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis)

© ASCIA 2015. This plan was developed as a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

## Dental Therapy Centre

Coolbellup Community School Dental Therapy Centre (Waverly Road, Coolbellup) offers a free preventative dental service for all students enrolled at East Hamilton Hill Primary School. Consent forms are available from the Dental Centre, or please contact them on 9337 7256.

# Curriculum

## Business Plan

The East Hamilton Hill Primary School Business Plan 2022 – 2024 outlines our strategic direction across five key areas for the next three years. The Business Plan was developed in collaboration with the community and identifies highly accountable targets and defined strategies to ensure achievement. The priority areas identified in order to achieve our school vision are:



**HIGH  
QUALITY  
TEACHING**



**NURTURING  
LEARNING  
ENVIRONMENTS**



**HIGHLY  
EFFECTIVE  
LEADERSHIP**



**POSITIVE  
RELATIONSHIPS  
& PARTNERSHIPS**



**SUCCESSFUL,  
THRIVING  
STUDENTS**

## High Quality Teaching

At East Hamilton Hill Primary School, we relentlessly pursue continuous self-improvement through a focus on the embedding whole school approaches, high quality teaching practices, and engaging learning opportunities. Meaningful collaboration that grows our collective efficacy is central to our success.

## Nurturing Learning Environments

At East Hamilton Hill Primary School, we provide the learning conditions that enable all students to be successful, happy, and empowered learners.

## Highly Effective Leadership

At East Hamilton Hill Primary School, we strive to achieve strong and empowered multi-layered leadership that is evident and supported across the whole school.

## Successful, Thriving Students

At East Hamilton Hill Primary School, we have high expectations for all students and ensure learning opportunities are engaging and set students up for success so they can thrive. This is our purpose.

The Business Plan can be accessed via our website with copies available in the Administration Office.

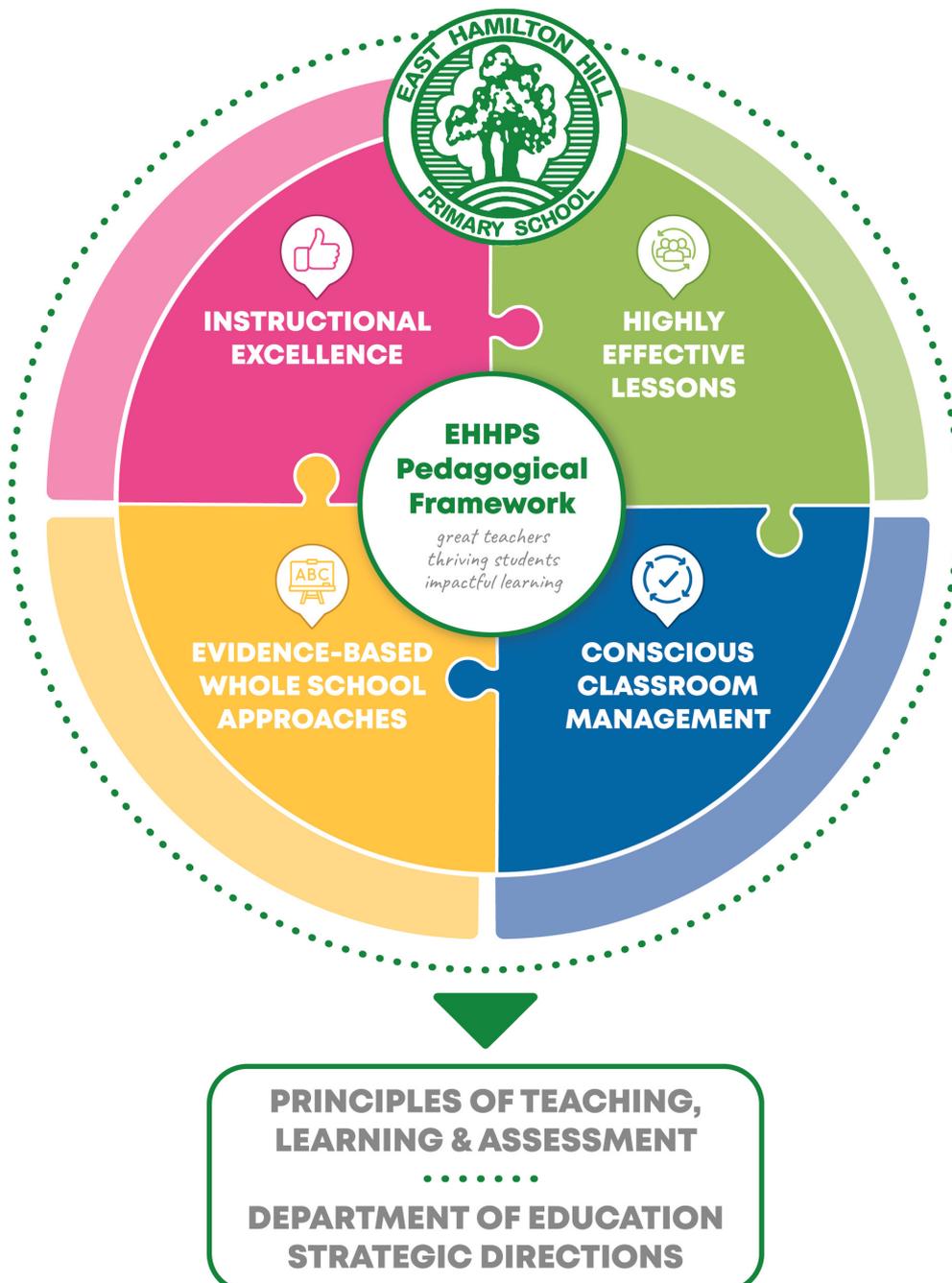


# Curriculum

## Pedagogical Framework

The Pedagogical Framework creates the structure around the philosophy of learning and teaching at East Hamilton Hill Primary School and ensures that student learning, achievement and progress are at the heart of our school. It is a set of guidelines relating to quality teacher practice and represents the way we ensure that all students have the opportunity to reach their potential. The pedagogical framework is designed to support teachers in the delivery of high quality teaching and learning with a key focus on impact, noting that success looks different for each child.

We value research and evidence-based approaches and continually analyse the impact strategies and approaches are having, in regards to learning, through highly reflective collaborative practices.



# Curriculum

## Specialist Programs

Students in Years 1-6 have specialist instruction in Music, Visual Art, Science, Noongar, Physical Education and Health. Our Noongar language program is also introduced to Pre-Primary students and embedded across the school.

## Social & Emotional Learning

We have a dedicated whole school approach to the social and emotional learning that is designed to set students up for success and practice mindfulness. We work in partnership with families to cater for the non-academic needs of all students and value this vital component of the General Capabilities.

## Excursions

All classes participate in excursions throughout the year that support the classroom learning. A note detailing the excursion purpose, learning intentions, costs and permission page will be sent home prior to all excursions. The permission page must be signed and returned with payment and medical information if your child is to attend the excursion. These events are seen as essential components to the learning process and we rigorously encourage full participation in each one. When representing our school, students are required to wear full school uniform, including their school hat. Each excursion or event will have specific payment details, with our preferred method of payment being Direct Deposit:

East Hamilton Hill Primary School

BSB: 066 144

Account Number: 00900056

Reference: Student Name, Room Number and Excursion Title

## Swimming Lessons

All students in Pre-Primary to Year 6 participate in a series of in-term swimming lessons each year at a time allocated to us by the Department of Education. Our primary venue for these is Fremantle Leisure Centre, however beach lessons are a possibility. As the allocation date change each year, please see the yearly Term Planners for this years planned series. Swimming lessons are free of charge, however parents are required to pay for pool entry fees and transportation costs.



# Curriculum

## Play

At East Hamilton Hill Primary School we highly value the importance of structured and free play within our early childhood curriculum. Meaningful opportunities for children to explore through play throughout the day will be planned for in and outside of the classroom. These structured and free play experiences will support each child's development and learning as part of our curriculum.

“

Thousands of studies spanning four decades have established incontrovertibly that creative play is a catalyst for social, emotional, moral, motoric, perceptual, intellectual, linguistic and neurological development. Many of our greatest thinkers locate their capacity for original and profound thought in their imaginative abilities, first developed through creative play in early childhood.

*-Dr Sharna Olfmann.*

”

## West Australian Curriculum

The Pre-Primary to Year 6 curriculum provides a coherent and comprehensive set of prescribed content and achievement standards which all schools use to plan student learning programs, assess student progress and report to parents.

The Western Australian curriculum encompasses the Australian Curriculum and Reporting Authority's (ACARA) English, Mathematics and Science curriculums. In addition, year-level syllabuses for Humanities and Social Sciences, Health and Physical Education, Technologies, The Arts and Languages remain broadly consistent with the Australian curriculum but have been contextualized to make them more suitable for Western Australian students and teachers.

For more information or to view the full curriculum you can visit the School Curriculum and Standards Authority (SCSA) website: <https://k10outline.scsa.wa.edu.au>

## Students at Educational Risk

At East Hamilton Hill Primary School we have processes in place to identify and support students at educational risk to progress towards the achievement of their academic, behavioural and social-emotional goals. This process may involve the staff, parents and agencies working together to develop, implement and monitor Individual Education and/or Behaviour using plans to address the specific needs of the child.

Effective communication is vital and regular meetings will be conducted to share information, strategies, plans and progress. Follow up actions will be communicated as identified during these meetings in a timely manner.

# Curriculum

## School Psychologist

Some students at educational risk may have needs that require the additional services of the School Psychologist. Any referral to the School Psychologist will be completed in consultation with parents and case conferences will be scheduled to ensure we are working together to appropriately meet the needs of the child. Case conferences will be chaired by our Deputy Principal.

## National Quality Standards

The National Quality Standard (NQS) is a key aspect of the National Quality Framework (NQF) and sets a high, national benchmark for early childhood education and care, and outside school hours care services in Australia. The NQS brings together the 7 key quality areas that are important to outcomes for children.

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

The NQS contains 18 standards with two or three standards in each quality area. These standards are high-level outcome statements. Under each standard sit elements that describe the outcomes that contribute to the standard being achieved. There are 58 elements in total.

The development of the National Quality Standard was informed by research on best practice and the way in which high-quality education and care contributes to positive outcomes for children. The Organisation for Economic Co-operation and Development identifies aspects of quality critical to the provision of early childhood education and care services. These aspects include educational concept and practice, structural quality, interactions between educators and children and targeting services to meet the needs of families and local communities. These aspects of quality are reflected in the National Quality Standard.

At East Hamilton Hill Primary School we are committed to providing the highest quality Early Childhood Education for your child/ren.



# Additional Kindergarten Information

## Kindergarten Program

The focus of the Kindergarten program is your child. Your child is important and is central to what is being planned and the program is flexible and based on a thematic approach, driven by the interests and needs of children.

The program aims to provide a wide variety of play experiences so that your child can explore, investigate, create, socialise, communicate and think in an active and challenging, but secure and nurturing environment. Therefore, it is the process of learning and not the end product that carries the importance. Learning centres provide play-based activities and hands-on experiences giving your child a choice about what he/she would like to play.

The Kindergarten Program follows the recommendations outlined by the National Quality Standard the 'Early Years Learning Framework EYL-F' and the Kindergarten Curriculum Guidelines.

Early childhood education gives your child the opportunity to transition from the familiar home environment and develop self-reliance in the Kindergarten setting. Therefore, family involvement in the Kindergarten is encouraged as it provides continuity for the child's learning and social development. We encourage all parents to join in for the first 20 minutes of the day. This helps your child settle into the school routine as well as see your child's work and talk about what they have been doing at Kindergarten.

During Term 1 our focus will be to get to know the students and what previous knowledge and skills they come to Kindergarten with. We will focus on rules and routines and teaching children how to learn



# Additional Kindergarten Information

## What is play?

The Director General's focus for 2022 and beyond is for all schools to emphasise the role of play-based learning in a balanced curriculum for Kindergarten and Pre-primary students.

Play is a child's work! It is a powerful and natural way for children to learn. Through play children develop physically, socially, emotionally and cognitively. Play involves climbing, making cubbies, dressing up, dancing, pretending, writing, counting, doing puzzles, drawing, reading, imagining, building things, making choices. Exploring materials, testing ideas, developing confidence and so much more.

Play is child directed! It is a teachers role during play-based learning to create an engaging environment, facilitate, model and direct the child to develop their individual skills. It assists in the development of a knowledge base that is essential for future learning. The Kindergarten learning environment supports multi-model learning with concrete materials and hands on learning.

In our Kindergarten classroom and outdoor learning environment you will see play-based activities on a daily basis. These may include:



**ART &  
COLLAGE**



**LITERACY  
TABLE**



**NUMERACY  
TABLE**



**SCIENCE &  
NATURE**



**DRAMATIC  
PLAY**



**PLAYDOUGH**



**TINKER TABLE**



**BOOK AREA**



**CONSTRUCTION**



**PUZZLES**

By providing these play-based learning provocations children are developing fine motor skills, language and literacy skills, co-operation, sharing, resilience and problem solving strategies. They learn about size, shape, position, number and develop independence. These learning areas reflect the child's interests and give them opportunities to meet their education goals through child centred work.



# Additional Kindergarten Information

## Personal Items List

A personal items list will be sent home as part of your child's enrolment package. These items can be purchased via Ziggies Educational Supplies or an alternative supplier of your choice. Please bring these items on your first day at Kindergarten.

## Reporting to Parents

Every child will be provided with a work sample book at the end of the year and a formal report is sent home at the end of each semester. A two way conference (teacher-parent) will be arranged at the end of Term One to discuss your child's progress.

If you have any concerns regarding your child please do not hesitate to contact us on 9487 9300.

## Notice Board & Newsletters

Please check the noticeboard regularly as the notes will advise you of up-coming events and news and school newsletters are published fortnightly.

We also have a file box outside the classroom for you to collect any notes or children's take-home work. Please check your child's file each day.

## Parent Roster

Parents and adult family members are welcome. Roster duty is voluntary, however we encourage all parents to attend at least once during each semester. Taking time to participate in parent duty allows your child to see that you value their education and learning. Parents are asked to attend from 9am to 10.30am. You will be involved in simple activities and interacting with small groups of students. If you have selected a day you are unable to attend please let us know on or before the day. Please add your name on the roster sheet on the day that suits you.

## Washing Roster

Each child's family in turn will be asked to assist in a "washing" roster. The washing roster includes washing the aprons/shirts, hand and tea towels used during the week. The roster will be displayed on the noticeboard at the beginning of each term.



# Additional Kindergarten Information

## Collage Materials

Kindergartens are great recyclers and East Hamilton Hill Kindy is no exception. As storage is scarce we will ask for specific items when needed, remember to look at the noticeboard for details. Additionally, we are always on the lookout for items such as:

- Buttons
- Beads
- Corks
- Ribbon/Lace
- Wrapping paper
- Plastic take-away containers
- Material
- Felt pieces
- Shells

We welcome any donations of these at any time!

In 2022 we will continue to build to our Loose Parts Outdoor equipment. Loose parts allows children to be in control of their play and use items in a variety of ways. It supports invention, problem solving, divergent thinking and offers a sense of wonder to children. If you have any of the listed items we would love to have them at Kindergarten:

- Large electrical wheels (giant cotton wheels)
- Bread crates
- Milk crates

## Collection & Delivery of Children

Please enter the school grounds through the side gate. Doors open at 8:30am and you are welcome to enjoy the classroom with your child. At 8.50am we will say goodbye and begin our day at Kindy together. At the end of each session at 3:00pm, please wait outside on the verandah until your child is called and sent to you. This is so staff can make sure each child goes to the correct person collecting them. If someone else is to pick up your child it is essential that you notify staff. No child will be released to a person not known to us. Please note, policy states we can only release Kindergarten students to an adult, not siblings.

## Clothing

Kindergarten students are expected to adhere to the Uniform Policy and wear school shirt, jacket, black bottoms and wide brim hat. Families can purchase this new uniform from the Uniform Shop (Monday morning 8:30 to 10:00, every second week) at the school library.

Please make sure that you have a spare change of clothes in your child's school bag (including underwear) each day they attend Kindergarten, in the event of an accident or messy play.

All clothing items should be clearly labelled with your child's name.

# Additional Kindergarten Information

## Hats & Sunscreen

The school uniform consists of a wide brimmed hat which provides a high level of sun protection. These can be purchased from the uniform shop for \$15.00. These hats must remain at Kindy all year. Hats are essential all year for outside play. Please apply sunscreen to your child before arriving to Kindy daily.

## Footwear

Students are able to remove shoes throughout the day, please send your child in shoes they can take off/put on independently.

## Birthdays

We enjoy celebrating your child's birthday with them. You are welcome to send along cakes on this day. We recommend cupcakes as they are often easier for the children to manage. No nuts or seeds!

## Health

If your child is absent, please call the office on 9487 9300. Please keep your child home if he/she is unwell.

The children will be screened by a Child Health Nurse during the year, this includes vision, hearing and general development assessments.

## Morning Tea & Lunch

East Hamilton Hill is a NUT AWARE school so we politely request no nuts, seeds or peanut, hazelnut pastes please. Students who have anaphylactic allergies to these need only to be sitting near someone else with these items to spark a severe life-threatening reaction.

Please provide your child with a separate container for morning tea. This should be fruit or vegetables, however you might wish to also include cheese and crackers or the like.

Please pack your child a healthy school lunch every day, sandwiches, wraps, rice, noodles or similar are recommended plus fruit and a small snack of yoghurt, cheese, vegetable sticks or crackers. Healthy food is encouraged and therefore if you feel you must provide a packaged treat, please limit this to one item. We recommend lunchbox ice packs to keep the lunches cool in the warmer months. All food containers and water bottles must be labelled with your child's name.

## Toys

Please do not send in toys with your child as they may be lost or broken. Each child will have the opportunity to tell or show news later in the year.



*Inspired Learning, Inspired Future*

Moorditj Kaadadjiny, Moorditj Boorkdakan



**Together we provide a  
connected and welcoming  
learning environment where  
individuals are empowered  
with the confidence to thrive.**





[easthamiltonhill.ps@education.wa.edu.au](mailto:easthamiltonhill.ps@education.wa.edu.au)



27 Bradbury Road, Hamilton Hill



[easthamiltonhillps.wa.edu.edu](http://easthamiltonhillps.wa.edu.edu)



08 9487 9300



**We welcome you, your child  
and family to our school and  
look forward to sharing the  
journey of learning together**

