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ABOUT CURRAMBINE PRIMARY SCHOOL

Welcome to Currambine Primary School: working “Together Towards Tomorrow” since 1997

Established in 1997, Currambine Primary School has been working with our community preparing our students for the global workforce of the future. Current enrolment is approximately 830 students from a wide range of backgrounds and cultural communities.

In 2010 Currambine gained the status of Independent Public School. We see this as a great opportunity to enhance the experiences available to our students.

We value the whole child and foster a learning environment where all students are encouraged to reach their full potential academically, socially and emotionally. Individual differences are nurtured through inclusive educational programs that allow every student to reach their potential.

Leadership is promoted through the introduction of a leadership program based on the 7 Habits of Highly Effective People. All students are encouraged to find the leader in themselves and create a positive working environment with ethical leadership or “doing the right thing even when no-one is looking”.

Our Vision

To work “Together Towards Tomorrow” while guiding our community to ethical leadership and strong academic achievements.

Our Philosophy

- Value, support and promote excellence in all areas.
- Provide a stimulating, challenging, supportive and enjoyable environment for all stakeholders.
- Promote life-long learners who are reflective, collaborative, proactive, ethical leaders who take responsibility for their own development and are prepared for the future.
- Support the development of productive, positive relationships between students, their families, the staff and the wider community.
- Promote problem solving, critical, logical and creative thinkers.

Our Values

- A pursuit of knowledge and a commitment to achievement of potential
- Self acceptance and respect of self
- Respect and concern for others and their rights
- Social and Civic responsibility
- Environmental responsibility

Magnets

Magnets are characteristics unique to Currumbine Primary School that we value and believe make our school special:

- Our collaborative sub school structure – Junior (K-1), Middle (2-4) and Senior School (5-7)
- High quality academic programs
- Range of meaningful social experiences
- High quality specialist programs – Art, Music, Physical Education, French and Science
- Teacher Development School status for Mathematics (Middle Childhood)
- Whole school community events, for example the Currumbine/Joondalup Art and Craft Show, Carols by Twilight and Currumbine Community ANZAC Service
- Well established home community links – newsletter, website, parent meetings
- Extensive range of Pastoral Care initiatives, including the 7 Habits of Highly Effective People, Ambassadors and Chaplaincy Programme
- Purpose built and air conditioned facilities, including Art Room, Science Laboratory and extensive play and activity areas with Astroturf
- Strong Ethics and Civics Programme including supporting our sister school in Cambodia, World Vision Child and Environmental Club
- Academic Extension Programmes, including a Get Smart Maths Club, Writer's Club, Student Councillors, Art Club, Chess Club and Performing Arts
- Committed, experienced, caring and collaborative staff

SCHOOL GROUNDS PLAN



CURRAMBINE PRIMARY SCHOOL

TOGETHER TOWARDS TOMORROW

General Information

APPOINTMENTS

- Students must be signed out through the office when leaving the school for any purpose. Staff must be handed a yellow signed slip before student can leave the classroom.
- Parent appointments may be scheduled for before or after school, except on Mondays due to sub school meetings.

ART SHOW

At the beginning of Term 4 Currambine hosts a community Art Show. The Art Show opens with a cocktail party Friday night and runs all day Saturday and Sunday. Sunday usually includes a variety of stalls and activities. It is the homeroom teachers' responsibility to ensure each child has a piece of art work to sell in the Art Show. You may seek assistance from the Art Specialist.

ASSEMBLY STARS

Students may be sent to the office to see the Principal/Associate Principals to show samples of outstanding work or excellent behaviour. They will be given an Assembly Star stamp in their school diary and they will be asked to 'stand up' at the next assembly where they will be recognised for their efforts.

Pre-service teachers should check with mentor teachers before sending students to the office.

ATTENDANCE/ABSENCES

- Any absenteeism is to be entered onto INTEGRIS daily prior to 9.30am. Any paper records kept must be archived at the end of the year as they are official school records.
- Please ensure that a class list is readily visible in your class to enable relief teachers to check class attendance.
- If a student is absent they are required to bring a note giving the reason for the absence. If you receive a written note please update the attendance roll immediately.
- All notes are to be kept and then placed into the yellow envelope and sent to the Office at the conclusion of the year for archiving. (Follow the same procedure for excursion/incursion notes). A class list must be placed in your relief teacher folder for use by relief staff.

BELL TIMES

Monday – Friday

Start	8.30am
Recess	10.40am – 11.00am
Lunch	1.00pm – 1.38pm
Finish	2.40pm

CAMPION BOOKS

A Champion representative (Damon Brader) visits the school every Thursday morning between 7.30 – 8.15 am. If you require any resources to be delivered to the school 'on appro', you may give the list to Melinda to fax through or you may phone yourself. The 'on appro' goods will be delivered to the staffroom Thursday morning; Melinda must know who they are for otherwise they will be returned. If you request 'on appro' goods, you are responsible for their safety and must return them to Melinda the following Thursday or provide a completed order form. Any resources returned that have been clearly used or photocopied will be charged to your homeroom budget.

Please note that sticker displays are no longer conducted at the start of the year, you must order through a catalogue. Damon's mobile is 0418 673 395.

COMMON USE CONTRACTS

All staff are expected to abide by the Common Use Contract agreement when purchasing goods. Please liaise with the School Business Manager if unsure.

CONTRIBUTIONS AND CHARGES

This sheet notifies families of the amount of money they can expect to spend each year. Your sub school/homeroom is not permitted by the Education Act to charge more than this (refer to attachments).

CRUNCH AND SIP

Students are all expected to have a water bottle and suitable dry snacks on their desk. Refer to the Crunch and Sip policy for further details.

CURRAMBINE OPERATIONAL PLAN

All staff are expected to be familiar with the Operational Plans and their programs should reflect the priority area of English, Mathematics, Mental Health and Wellbeing and Digital Learning. Staff are expected to plan their program using the Australian Curriculum in English, Mathematics, Science, History and Geography.

Support documentation to assist with planning is available on the Intranet.

DRESS CODE

Teaching is a professional career and therefore this should be reflected in your dress standards.

Please ensure appropriate clothing and footwear is worn at all times (consider your day, it is not appropriate to wear short skirts when sitting on the floor, or low cut tops when bending over students to mark their work). Ladies are requested not to wear garments with thin straps. Footwear must be suited to the ground conditions and allow you the freedom to run after students if required (no thongs).

As role models, the staff at Currambine Primary School are encouraged to dress professionally at all times.

Name badges for easy identification are to be worn at all times.

Please note that denim maybe worn to school on a free dress day only (this includes jeans, shorts, skirts, jackets). This is a new regulation in 2007, and students are not to wear denim to school at all. Hats to be available for all outdoor activities.

Casual clothing such as track suits, sneakers etc, may be worn on sport days only.

Remember you are the role model and primary schools tend to be conservative.

Develop a work wardrobe and add to it each year.

DUTY ROSTER

The duty roster is provided to all staff by email and is displayed in the staffroom window. You need to maintain a high profile, be visible at all times and actively walk around your duty area. Please remember to wear your hat and coloured vest. All staff will be provided with a duty bag. The duty bag contains student information sheets for those who suffer from medical issues, behaviour management, Admin referral forms and faction tokens to reward students.

If you are going to be absent it is your responsibility to ensure that the relief teacher knows you have duty (write it in your daily work pad) or if you are going on an excursion you must swap duties with another teacher.

Each sub school runs their own first lunch duty roster to supervise students eating their lunch.

EDUCATIONAL ASSISTANTS

SAER students may be appointed an Educational Assistant. The classroom role of the Educational Assistant must be negotiated with the Assistant, Homeroom Teacher and Associate Principal.

EXCURSIONS/INCURSIONS

- For all incursions/excursions the appropriate paperwork must be completed and signed off by the Principal/Associate Principal before the event.
- Parents must be advised at least four weeks in advance.
- Check that all permission slips have been correctly completed by the parents.
- All permission slips must be retained by the teacher in charge of the excursion and placed into a clearly labelled yellow envelope, then handed to the Office at the conclusion of the event.
- A copy of the incursion/excursion note must be given to the Office.
- Please check term 'Calendar of Events' when planning to avoid clashing with other events already organised and to check expenditure of parents. (eg. swimming, Jungle Gym and an excursion in one term can be a little too costly for some parents).
- Check excursions the students have been on last year, (eg. it may not be relevant to go to the zoo two years in a row). Also be aware of what excursions are planned for specific year groups in relation to subject specific areas eg. History or Science.
- Please note that overseas 'Full Fee Paying Students' are required to pay for incursions/excursions. A list of these children is available from the office.
- No child is to be punished, identified in public or disadvantaged because they have not paid or cannot afford to pay for incursions/excursions. If unsure please refer matter to Associate Principal or Principal.

FIRE EVACUATION

Fire evacuation information sheets should be displayed in each classroom. Please make sure you read these. In the event that you are on duty, students know to move to the middle of the oval and gather in classes groups.

FITNESS

All staff are expected to attend fitness sessions. All students are to complete 60 minutes of fitness per week. This must be recorded on the School fitness timetable. It is a mandatory requirement that students in Years One through Seven complete two hours of physical activity a week.

HATS

All students are to wear the correct hats at all times (style and colour). Students with no hat must stay under covered areas. Staff are expected to identify students who continually have no hat and speak to them about this. It is important to remember that for any outdoor activity (silent reading, drama, etc.) students must wear their hats.

HOMEWORK

Each sub team has different expectations regarding homework. Please refer to your Associate Principal for details. Students are expected to complete spelling, reading and a selection of tasks. The standard of homework is to be of a high quality.

INTERVIEW PADS

Each homeroom teacher has an interview pad which must be used when conducting parent/teacher interviews.

The white copy is to be put in the student file, the pink copy is to be given to the parents/carers and the yellow copy is to be retained by the teacher.

KEYS

All keys must be signed out via the Business Manager. It is your responsibility to ensure the safety of keys in your care. In the case of keys being misplaced you must report this to the Principal immediately. A master key is available to borrow from the Reception. It must be collected by a teacher only (not students). When departing the school all keys must be returned to the Business Manager and signed off.

LIBRARY

The Library Officer is Mrs Robynne Hughes
Please note that Library Staff are **not** available to do your photocopying for you.

Binder

Spirals are located under the table near the binder and are available in a variety of sizes.

The binder is not to be removed from the library.

The binder is not available for student use.

Digital Cameras/Videos

Each Homeroom has been allocated its own digital camera. A crate of ten digital and video cameras are also available for loan from the library. There is a booking sheet where you can reserve items for a one off use or liaise with the Library Officer if you need to book them for 1 day, every week for the term. Please be aware that Library Officer is busy and at times it may not be convenient if you send a child to collect cameras without prior arrangement.

Laminator

Each team is responsible for supplying their own laminating pouches.

Follow the instructions on the laminator.

The laminator is not to be removed from the library.

Always use cardboard sleeves when laminating.

If unsure, or malfunction occurs, see the library officer (don't leave mishaps, report them to the Library Officer).

Students are not permitted to use the laminator.

Loans

Class loans may be arranged through the Library Officer.
Class library roster will be arranged by Library Officer in the first week of term 1. The teacher loan limit is 150 resources and 150 reference books in a bulk loan.

Photocopier/printer

An ID number is required to operate the machine in the Library and must not be given to anybody else to use.

Blocks 1, 2, 3 and 4 have a photocopier located in their block.

No students are to use the photocopier, although they can collect work that has been printed to it.

If you are unsure how to load paper or clear malfunctions refer to library officers. Please report any mishaps.

All photocopiable books are to remain in the library.
All homerooms have access to a printer.

Overhead projector sheets are available in the library.

Please be aware of and follow copyright procedures.

Pre-service teachers will be given their own ID numbers for photocopy use.

Printer/scanner

These are not available for student use.

Pre-Service Teachers

Due to poor returns in previous years, Pre-service teachers (1st, 2nd, 3rd Year) are not permitted to borrow resources from the school library. However, if Pre-Service teachers are completing their ATP they may have an overnight loan only. Resources may be used in the library and photocopied (refer to photocopying policy and copyright) but cannot be taken out in mentor teacher's name or own name.

LATE NOTES

Students who arrive between 8.30 and 8.40am are permitted to go straight to class. Students who arrive at school after 8.40 are not permitted into their homerooms unless they have a late note from the office. Students need to obtain a late note when arriving at school any time of the day. These notes need to be filed in the large yellow envelope to be archived at the end of each school year.

LUNCH

Orders are to be written on paper bags found in the staff lunch box, usually located on a table in the staffroom (include your name, what you are ordering and the amount of money you have placed in the bag).

A menu should be in the lunch box.

Orders will be collected at approx. 9am and will be delivered to the staffroom at the start of lunch.

No late orders will be accepted.

No credit is available from the canteen.

Snacks may be purchased from the canteen at recess time.

MERIT AWARDS

Each homeroom teacher has a merit award folder in which to record the name, date and comment of students receiving awards.

This folder must be returned to the office by Friday afternoon preceding the assembly. You may email this information to the front office.

Letters will be given to homeroom teachers on Tuesday before the assembly to send home informing parents of their child's achievement.

All students must receive at least one award throughout the year (aim to give two awards per assembly).

Refer to Merit Award guidelines on Staff Shared.

MOBILE PHONES

Teachers located in demountables, without phones, may use their mobile to communicate with the office.

Please advise Office staff if you require them to contact you via your mobile.

Mobiles are not to be used for personal use during class time.

Pre-service teachers must have mobiles turned off at all times.

Students must have a note from parents and signed by the Principal if they must have a mobile phone at school. The phone must be handed to the homeroom teacher before school and returned at the end of the school day. Students are not permitted to keep mobile phones in their bags during the school day.

MONEY

Money for excursions/incursions and voluntary contributions can be paid at the front office on any day. Cash should be in a labelled envelope and placed in the black box in the front office (pre printed envelopes available for purchase at the office).

EFTPOS payments can also be made at the office for excursions etc on any day.

MORNING TEA MONEY

\$25 per term is payable to the front office in a labelled envelope to cover the cost of tea, coffee etc and utilities. Prorata for Part Time people.

Pre-service teachers need to check with your Mentor teacher regarding tea, coffee and milk. Please pay this to the Business Manager at the beginning of your prac.

2 week prac: \$1 3 week prac: \$3 7 week prac: \$7

NTM

'Nobody Told Me' is a communication meeting held every Wednesday at recess time in the Library, (10.55-11.30).

It is essential that you attend these meetings as important information is updated at this time.

If you are on duty, you will be advised if a relief teacher will do your duty for you. (Do not approach relief teachers to do your duty for you.)

If you wish to share information at NTM, you are requested to email information to your Line Manager for inclusion no later than 2pm on Tuesday. Minutes will be emailed to all staff by the end of the school day on Wednesday.

ORDER BOOKS

All order books are kept in the Business Manager's office (under lock and key) and must not be removed without her consent. When ordering resources/equipment, the order form must be filled out correctly and signed off by the cost centre manager to approve payment of the invoice. Refer to 'Common Use Contract' file if purchasing expensive items.

PERFORMANCE MANAGEMENT

Performance Management will be conducted each semester by members of the school executive. Documentation is available from the Intranet. Staff are expected to bring their planning records of student achievement and CMP's to performance management meetings.

PRE-SERVICE TEACHERS

School Practicum Co-ordinator is Melinda Beckingham and is located in Teaching Area 39,

In the event of illness or being late please ring either the school (9304 0011) and leave a message for your mentor teacher, or phone Melinda (mobile: 041 890 3598).

If absent, please ensure that you have left a copy of your lesson plan etc. in your homeroom (especially 3rd/4th years).
Melinda is available via email

melinda.beckingham@education.wa.edu.au

PROFESSIONAL DEVELOPMENT

If you wish to attend Professional Development you must complete the required form (located in the staffroom), and submit it to your Line Manager for approval. Professional Development should be linked to your Performance Management Plan or the Operational Plans of the school.

RECEPTION STAFF

The reception staff based in the reception area are extremely busy and are not available to type notes or do photocopying for you.

Lorraine Popham is the first port of call for money, financial issues, order books, pay enquiries, leave forms and any Human Resource enquiries.

Brenda Koertzen can assist in issues concerning parent contact details, student record location; explain fax/phone usage and general school information. Please be mindful of discussions held in the reception area as this is not a suitable place to be discussing confidential matters.

REPORTING

Associate Principals will inform staff of the reporting process and timelines. A copy of the school's reporting policy is available from the Intranet. Parent Information Nights are held within the first three weeks of term one. A Parent Open Night is scheduled for term three.

SCHOOL DIARIES

All students from K to Year 7 have a homework diary and are expected to use it to record all homework. You will need to teach students how to record homework in their diary as required. Diaries should travel with students to all classes that they attend. Home reading is to be recorded nightly in the homework diary.

Diaries can also be used to communicate with parents/carers. Diaries are to be sighted and signed each week by homeroom teachers.

Pre-service teachers should check with mentor teachers before sending home notes in diaries to parents/carers.

SEVEN HABITS

Seven Habits of Highly Effective People is our values program used throughout the school. Professional learning will be provided to all new staff. Information can be obtained from the school library or from the Stephen Covey website. It is expected that all staff will promote these habits in classroom activities.

SOCIAL CLUB

The Social Club Committee is responsible for organizing gifts for special occasions (engagements, weddings, births, deaths).

All staff are asked to pay \$30 for the year to the Social Director.

Some staff luncheons on PD Days are provided by the school.

Drinks after school will be arranged and communicated via the weekly timetable in the staffroom and at NT Me meetings.

Special events such as Melbourne Cup Lunch and Christmas will be coordinated by the Social Club.

Individual sub schools hold their own sub school dinners and social events as appropriate.

STAFF ATTENDANCE

You are expected to be in attendance by 8.15am and not leave before 2.40pm each day.

If you are ill, you are requested to phone and leave a message on the relief phone at anytime day and night and **before 6am**. For planned leave such as short leave, medical appointments or professional learning staff are expected to organise their own relief.

Relief number: 0409 648 049.

Please don't leave it until 7.30/8.00am in the morning to contact the school as this makes it difficult to get a relief teacher.

You must leave a detailed Daily Work Pad on your desk for the relief teacher (do not expect your colleagues to organise your day for you).

A blue relief folder should be left in your pigeon hole for emergency unplanned absences. In this folder there should be a selection of work

covering a range of developmental levels; homeroom lists; a class timetable; duty roster; SAER details; medical plans and any other relevant information a relief teacher might need. This folder should be updated as required.

Please note the need for confidentiality when dealing with students/family issues and the need to maintain your professionalism at all times.

Staff contact details may be obtained from INTEGRIS, under staff details. Please be respectful of confidentiality when dealing with staff details.

Staff are responsible for entering leave details through HRMIS when they return to work. Please ensure this is carried out promptly so payment to the relief teacher can be made.

Long Service Leave or Short Leave forms must be completed and given to the Principal/Line Manager to sign before taking the requested leave. Forms are available from the staffroom. In the event of planned leave you can suggest and organise a relief teacher yourself from the approved school list, and record all details in the relief book found at reception.

If you are leaving the school for any reason during the work day, you are required to sign in/out of the school. The sign out book can be found in reception.

STAFF CAR PARK

Due to the large number of teaching staff at CPS parking can, at times, be problematic. If you park behind another car in the car park, please place an identification slip on your dashboard.

Parking is available in the embayments near the 'frog bog' and on the other side of the Public Open Space.

There is no parking at the front of the school as this is 'kiss and drop' before school and 'timed' parking for parents when collecting students in the afternoon. Parking in front of the large recycling bins is not permitted.

At no time are Pre-service teachers to park in the staff car park.

The Currumbine train station is a ten minute walk from the school.

STAFFROOM DUTY ROSTER

The roster will be displayed in the staff room and updated on the weekly timetable.

Duty runs for one week and you must endeavour to keep sink/bench area clean and tidy, load/unload dishwasher as required and keep the fridge tidy. If you are absent or assigned a day that you don't work, you must arrange a swap with another staff member.

Pre-Service Teachers must familiarize themselves with the roster and assist where appropriate.

STAFF MEETINGS

Sub-school meetings, or year level meetings, should be held each week on Monday afternoon. It is recommended that agendas are followed and minutes recorded.

Whole school staff meetings are held on Monday afternoons of weeks 3 and 7.

STUDENT CARE AND STUDENT POLICY

All teachers/homerooms have a Behaviour Management Chart which they are expected to use when dealing with unacceptable behaviour. Initially the student receives a warning, and then if the behaviour does not improve the student follows a process of having crosses placed next to their name and is given a consequence suitable to the number of crosses they have received. Students may be referred to Administration at any time but the process must have been followed and recorded (document all concerns and keep a copy). Administration will request paper work to ensure that the process has been followed.

Students in Years 4-7 all have signature cards. They are required to collect signatures and complete the card to earn Bronze, Silver and Gold level awards. New staff should refer to Associate Principals for clarification of policy. Faction tokens are also used as rewards in the Junior and Middle schools, as well as in the playground for the Senior School.

STUDENT RECORDS

Records are kept in the secured storeroom in year groups and in alphabetical order.

Records must not be borrowed or taken out of the secure storeroom due to confidentiality.

Reports are to be filed in the appropriate student file at the end of each semester of that year.

TIMELINE FOR END OF THE YEAR

A timeline regarding reporting, the organisation for the book awards, the Final Assembly etc will be distributed as required.

A checklist will also be given out to assist you with the end of year requirements.

UNWELL STUDENTS

If you believe that a student is ill enough to be sent home, please follow the following procedure.

Send the sick child with a green first aid/medical request note to the office stating the required action.

Pre-service teachers to check with mentor teachers before initiating any action.