SCHOOL INFORMATION HANDBOOK

Karratha
PRIMARY SCHOOL

40 Turner Way
BULGARRA WA 6714
08 9187 6300
Karratha.PS@education.wa.edu.au

WELCOME FROM THE PRINCIPAL

Welcome to Karratha Primary School.

We are so glad that you are joining our school family. Our school is at the heart of our community and we aim to create an atmosphere of care and support for families who live, work, learn and play here.

This handbook contains information about our school to help you support the day-to-day routines that your child will experience throughout the year. If you have a question that isn't answered, please get in touch and let us know how we can help.

The primary school years of education are very important as they lay the foundations for lifelong learning. You know your child incredibly well and can provide valuable insight into their learning journey. At Karratha Primary School, we value your opinion. We welcome parent involvement and look forward to your future involvement and commitment to our school.

Mrs Annalyn Navarrete
Principal

SCHOOL TIMES

Our Day

8.00am	Students Arrive
8.15am	Doors Open
8.20am	Learning Time
10.30am	Recess
11.00am	Learning time
1.00pm	Lunch
1.30pm	Learning Time
2.30pm	Classes Close

Kindergarten Puggles: Monday, Tuesday, ½ day Wednesday

Kindergarten Joeys: ½ day Wednesday, Thursday, Friday

Kindergarten Puggles - Wednesday ½ Day (Morning)

8.15am	Doors Open
8.20am	Learning Time
10.30am	Recess
11.00am	Classes Close

Kindergarten Joeys - Wednesday ½ Day (Afternoon)

11.45am	Doors Open
11.50pm	Learning Time
1.00pm	Lunch
1.30pm	Learning Time
2.30pm	Classes Close

At Karratha Primary School, we have high expectations.
We value care, personal best and responsibility.
We embrace diversity and inclusivity.
Our school community nurtures a sense of belonging.

OUR SCHOOL

'Karratha' is an Aboriginal word meaning 'good country', and our city is one of the largest and fastest growing cities in the north of Western Australia. Nestled in the Ngarluma Country shoreline, the city of Karratha is known as 'Munjaree' – the heart of the West Pilbara Coast, and its size and central location make it an ideal base for exploring local natural delights and adventure destinations.

Karratha Primary School is an Independent Public School located in the heart of Karratha. We implement whole-school programs which promote positive outcomes for your children in their learning, behaviour, and social-emotional health. Our comprehensive learning programs are developed to ensure all children have an ongoing opportunity to develop the skills and knowledge for successful learning. Our teaching staff is diverse and consists of Graduate to Level 3 Teachers. We focus on providing support and opportunities to build skills and capacity to cater for all Kindergarten to Year 6 students.

Karratha Primary School is proud of its tradition of serving the educational needs of Karratha students since 1971 and maintaining standards of academic excellence. 2021 was the 50th Anniversary of the school and marked the 10th year of being located in the new premises as an amalgamation of Karratha Primary School and the Karratha Education Support Centre. Our school is now an inclusive mainstream school with an endorsed Education Support program for students with substantial educational needs. Eligible students have a personalised plan within the Education Support program and a range of inclusion opportunities appropriate for their development, as is practical. Within the program, we have smaller classroom sizes and a higher staff ratio. Qualified, experienced teachers and education assistants have specific expertise in educating students with disability, maximising opportunities to learn and foster student independence.

Our impressive facilities and beautifully landscaped grounds have been designed to be inclusive of our students. This includes five teaching areas, a specialised music room, specialised visual arts room, science laboratory, computer laboratory, library, hard courts, two undercover areas, low stimulus spaces, a sensory space, various play areas, a conference room to accommodate case management conferences with interagency support, and a dental clinic. The school has two bus collection points on the school grounds. A KindiLink program also operates onsite two mornings a week. This is a playgroup for children aged 0 to 3 years and their families.

Our school community is highly supportive of the school and cooperative partnerships between families, staff and students are the foundations on which the school is built. It is strengthened by having families as partners in education, which is encouraged. There is an active Parents and Citizens (P&C) Committee, where parents, caregivers and the wider community are involved in the school in a multitude of ways. The School Board plays an important role in the strategic planning, identifying the future needs of the students and advising the school to ensure the educational program caters for this. We value diversity in our school community and aim to build on this strength.

KARRATHA PRIMARY SCHOOL LOGO

Our logo tells a simple story: from the school's historical roots and core values, a KPS student grows strong and independent, reaching up towards their greatest potential.

The logo is a loose 'shield' shape, referencing back to the school's original logo, and is built from aspects of the natural environment, our starting point: the red shape at the base reflecting iron ore, the foundation upon which our city has grown.

Above this base of iron ore, identified with strength, sits the yellow layer of earth from which the ore is brought forth from, and also the school's nurturing environment.

Also representing the natural environment are the two blues that sit above the earth, reflecting the sky and curling ocean wave.

The vertical red element extending outwards and upwards from the iron ore represents your child's journey through our school. Our students evolve and grow into strong and independent lifelong learners and active citizens.

What do our Colours Symbolise?

KARRATHA PRIMARY SCHOOL SONG

WAYIBA, WANTHIWA

We are proud to sing our song.
Like those from years gone by
Our voices they still sing out loud.
In multicultural - harmony
We are children in this red dirt land.
Where friendships grow and grow
Always caring for our community
And sharing - as we go.

Chorus

Wayiba, Wanthiwa – from the blue and gold
Respect and Courtesy - are words we all uphold.
Wayiba, Wanthiwa – from the blue and gold
Our hearts rejoice forever – we never will grow old.

We embrace diversity teamwork helps us learn.
Perseverance - sees us through.
Our culture lives forever.
Under skies - forever blue
Good citizens we strive to be.
That's always been our rule.
Where every day's a special day
At Karratha Primary School.

Chorus x 2

Wayiba, Wanthiwa – from the blue and gold
Respect and Courtesy - are words we all uphold.
Wayiba, Wanthiwa – from the blue and gold
Our hearts rejoice forever – we never will grow old.

SCHOOL ORGANISATION & MANAGEMENT

ENROLMENT AT KARRATHA PRIMARY SCHOOL

Local Intake Area

As Karratha Primary School is a 'local intake area school', your home address must fall within our catchment. You must apply to enrol your children if they are:

- starting Kindergarten (4 years old by 30 June),
- starting Pre-Primary, the first year of compulsory school (5 years old by 30 June), or
- changing schools.

Generally, children from the suburb of Bulgarra or who reside in the Light Industrial Area, attend Karratha Primary School. As a primary school with an endorsed Education Support program, the school may accept enrolments for students with disabilities who reside out of the local intake area and meet certain criteria.

Birth Certificates and Legal Names

When any child is enrolled in a school it is a legal requirement that a Birth Certificate is produced. All school documents, such as class lists and reports, are written with the legal name shown on the birth certificate, unless their name has been legally changed.

Endorsed Education Support Program

Our Education Support program is fluid and dynamic, specialising in education for students with additional educational needs requiring substantial support and adjustments beyond the quality differentiated teaching and/or supplementary level. Eligibility of students for our Education Support program is based on the level of adjustments, support and intervention required for:

- Students with diagnosed Intellectual Disability or Global Developmental Delay with an Individual Disability Allocation, and
- Students diagnosed with Autism Spectrum Disorder who demonstrate a high educational need and eligibility for an Individual Disability Allocation.

Within the Education Support program, we have smaller classroom sizes and a higher staff ratio. Experienced teachers and education assistants have specific expertise and training in educating students with disability, maximising opportunities to learn and foster student independence.

Each student has an individualised plan written in consultation with parents and external agencies such as various specialists and therapists to ensure targeted academic, social and emotional goals and holistic, 'wraparound' care. Working with families and external agencies, your children are supported to fulfil their education and personal goals in order to successfully participate in all aspects of their lives and community. This is reported on formally at the end of each semester.

All enrolment applications are assessed according to Department of Education enrolment procedures. Access to the Education Support program is discussed with parents along with other options available within the Department of Education. An application for enrolment may be declined if a student is not eligible for education support and lives out of the local intake area for Karratha Primary School. Students may be placed on a waitlist pending the arrangement of adequate staffing.

Changes to Contact Details

To ensure parents are readily contactable in the unlikely case of an emergency, we ask that parents/carers notify the school whenever your family information needs updating, e.g. change of address, telephone number, emergency contacts, medical conditions etc. All changes are made at the office or by telephoning the school on 9187 6300.

Arrival to and Departure from School

Parents are reminded that children should not arrive at school before 8.00am as supervision before this time cannot be guaranteed. When children arrive, it is expected they sit only in the designated area outside the administration building until the first siren rings at 8.15am. All external gates will be locked at 8.20am. Any late students are to pass through the school office and collect a *Welcome Note*.

Parents should ensure any arrangements made for meeting or collecting children are adhered to, as failure to do so often results in a very distressed child. There will be no staff member to directly supervise students after a limited time once school finishes and the school cannot accept responsibility for students remaining on school premises after this time (usually 2:40pm).

Leaving During the School Day

It is important that we always know where your child is during the school day. Children who need to leave school during the day to attend a prearranged appointment must be signed out by a parent at the school office.

All Kindergarten to Year 6 parents must first report to the office to sign out their child. Upon return to school after an appointment, sign the student back in to school via the school office to notify us of their return.

ATTENDANCE

Attendance

Does Attendance Really Matter?				
If your child misses…	That equals…	Which add up to …	Over 13 years of school that is…	Which is the equivalent of attending to…
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Part-way through Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Part-way through Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	The end of Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	The end of Year 4

Our aim is that your child enjoys coming to and being at school. Every day at school matters. Consistent attendance and participation are essential for your child's social and academic learning. It is compulsory for children in Pre-Primary to Year 10 to attend school on a full-time basis from the start of the school year. Whilst Kindergarten enrolment is not compulsory, children enrolled in Kindergarten are expected to attend regularly also.

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

Poor school attendance and arriving late to class can affect education progress. Should your child's attendance become a concern, Karratha Primary School will make contact via phone, letters and home visits. Your child may be placed on an Individual Attendance Plan and you may be asked to attend an Attendance Panel.

Late Students

It is best to ensure your child arrives at school early enough to unpack their school bag and chat to their friends before 8.15am. Students should arrive early enough to enter the classroom and complete morning activities before the 8.20am siren sounds and learning time officially begins.

To help your child feel a sense of belonging, punctuality is seen as essential. Children who arrive to school after the siren at 8.20am must come to the school office to collect a *Welcome Note*. If your child has a valid reason for being late to school, please provide a note when they come to the school office.

Absences

We want to get it right for your child. Mentioning that your child will be absent, or a reason for an absence, out of school to a teacher may not be remembered.

If your child is going to be absent from school, we ask that you phone the school on 9187 6300 as early as possible informing the school the reason for the absence. Alternatively, you can email karratha.ps@education.wa.edu.au with the above information.

We use an SMS alert system through *Compass*. This means that if your child is absent, you will receive a text message advising you of their absence if we have not been notified in advance. Please click on the link to respond to the message. You can notify us with your child's name, date of absence and reason.

Family holidays which occur during the term need to be approved by the Principal prior to departure. Teachers are not expected to provide individual work packages for children who leave on extended holidays. Parents should be aware that frequent or extended absences may have a significant impact on their child's progress and continuity of learning.

Sickness

Parents are requested not to send children who are unwell to school. Should a child become ill during the day, the school will contact an emergency contact (as per the child's *Enrolment Form*) so the child can be taken home, or to a medical facility. If your child is unwell for five days or more, it is preferred if you provide a medical certificate for their absence. This allows us to appropriately process and document their absence.

Holidays

If parents choose to withdraw their child from school, there is no requirement for the classroom teacher to provide additional classwork. Learning programs implemented by the classroom teacher follow a collaborative and integrated approach, and as a result, lessons cannot be replicated outside the classroom.

Students are encouraged to read and practise mental maths facts, particularly times tables from Year 3, daily. They may also like to write a journal of their holiday.

GENERAL INFORMATION

Visitors to the School

All visitors to the school, including parents of all children, should first report to the office and sign in and out using *PassTab* on the iPad in the school office. This is required due to the unlikely event of the need to evacuate the school. This includes parents coming in when helping in classrooms. The only exception when it is not necessary for parents to report to the office, is when dropping off or picking up children, is at the beginning and end of the school day, family musters and assemblies.

Parents are required to complete a Parent and Child Volunteer Declaration form, every 12 months, from the school office when regularly attending the school, and in some cases, volunteers will also need a Working with Children Check clearance. Visitors are also required to wear an identification badge while in the school. Badges are issued from the front office. Please note, grandparents within WA require a Working with Children Card if volunteering. Visiting grandparents from outside of WA have a 2 week short term exemption per year.

Contributions and Charges

We value your payment of voluntary contributions. This money goes towards providing your child with high quality learning experiences and up to date resources to enhance their learning. Kindergarten to Year 6 contributions are $50.00 per child. A P&C donation of $20.00 per family also exists.

Anticipated optional costs to parents, which may occur during the school year, are listed on the *School Contributions & Charges*. Our preferred method of payment is through direct deposit to the school bank account, which can be made at any time. Please use the student's first name and surname as the reference:

- Account Name: Karratha Primary School
- BSB – 016 725
- Account Number – 340818466

Personal Items Lists

Copies of individual stationery requirements (Personal Items Lists) are available from the school office. Copies of the following year's lists are sent home during Term 4. It is preferred that parents order from the contracted supplier.

Drop Off of Items and Phone Messages

Our school office staff assist and support in the day-to-day running of the school and are required to be in the office throughout the day. If you are dropping off lunches or other items to your child during the day, please be aware they will be asked to pick them up from the office during recess or lunch time.

While we understand there may be unexpected emergencies that arise and require a phone message to be passed on, please avoid doing this unless essential. If you require an urgent message to be passed on to your child, please contact us prior to 1.00pm.

Photos and Videos of Students

There are many occasions at school where parents take photos and videos of their children. Please respect the privacy and safety of other children and do not share photos or videos (including on your own social media) that include other children unless you have been given permission by the parent or carer of those children.

Valuables

To avoid distress to your child, children are encouraged NOT to bring personal items of value (eg large quantities of money, toys, trading cards, iPads etc) to school, as we cannot take responsibility if they are lost or stolen.

Mobile phones are not needed at school. If for security reasons you require your child to bring a mobile phone to school, they must be turned off or on silent and handed into the school office or class teacher at the beginning of the day and collected after school. Phones, iPads, etc seen or heard by staff during the school day will be confiscated and held by the school office until parents collect it. No responsibility will be taken for items such as these that are lost or stolen at school.

Lost Property

Each year we have a substantial number of items that remain unclaimed. To help prevent this from occurring, it is important to label all your child's belongings. The lost property box is located outside the office door. Throughout each term, the unclaimed items will be advertised. If unclaimed, items will be disposed of.

Lunches and Snacks

To promote healthy eating, children are encouraged to bring healthy lunches and snacks to school. Sugary foods should not be included in lunch boxes and caffeine, fizzy and energy drinks are not to be brought to school. Recess and lunch should be packed in a labelled lunchbox and brought to school daily. Please ensure your child is able to open containers and wrappers and remmber to include a spoon or fork if required. Food is not shared at school.

The school has several refrigerated water fountains for children to use, and children are required to bring a full (labelled) water bottle to school each day. Only water is permitted.

Students sit and eat their lunch in designated areas and are supervised by a duty teacher, who then dismisses them when they have finished eating.

Crunch & Sip

Karratha Primary School is a *Crunch & Sip* school. *Crunch & Sip* is a program that promotes healthy eating and drinking at school. It is the opportunity for children to eat fruit or vegetables and drink water, assisting physical and mental performance and concentration in the classroom. This gives children the chance to refuel, a bit like putting petrol in a car.

Students will need to bring fruit or vegetables to school each day for *Crunch & Sip* and are encouraged to have a bottle of water in the classroom to drink throughout the day to prevent dehydration. The *Crunch & Sip* break gives children the opportunity to eat the piece of fruit that might otherwise be left in their lunchbox.

FAMILY INVOLVEMENT

Parent Information Sessions and Interviews

Parent input and interest is encouraged at Karratha Primary School. If at any time, you have an item you wish to discuss with a staff member, please contact the school office and make an appointment. Teachers hold one formal parent-teacher interview within the first semester, and may request additional parent meetings throughout the year, when the need arises.

School Community Events

Throughout the year, Karratha Primary School invites families to the school for various events, celebrations and workshops to create a sense of belonging and celebrate success and joy. These include a *Family Muster* each term where staff members host a simple breakfast snack for our whole school community. They are a great opportunity to get to know each other a little better and experience the caring school we have.

Presentation Night

To publicly acknowledge our students at the end of year, a Presentation Night for all students is held at the school. The ceremony recognises primary school completion for our Year 6 students and award winners for students in Kindergarten to Year 6. All families and community members are encouraged to attend.

Parent Involvement

The 'open door' policy with regards to parent involvement has been and always will be encouraged throughout our school community. Staff are very keen to involve parents in school life as much as possible, as you play a vital part in the education of your children. Therefore, you are invited to participate in the following ways:

IN THE CLASSROOM P&C ASSOCIATION SCHOOL BOARD

Parent Help at Karratha Primary School

There are many opportunities for parents to assist in the classroom. In addition, parents are welcome to help in the library, run lunchtime activities, assist with multicultural activities, play musical instruments, listen to children read, and read stories to children… just to mention a few.

Parent and Child Volunteer forms are available from the front office or classroom teacher when you are a regular visitor to the class. Simply ask your child's teacher how you can be involved in the class!

The Karratha Primary School Parents and Citizens (P&C) Association

The objectives of the P&C Association are to:

- Foster community interest in education,
- Promote closer liaison between the school and the community, and
- Assist in the provision of school amenities.

Our P&C Association is a vital group of dedicated family members who have achieved much in their time of operation. The satisfaction to be gained by the involvement in establishing a school repays many times over the costs of time and effort.

Dates and times for meetings are to be finalised at the initial AGM and feature on the Term Planner. Usually meetings are held out-of-school hours each term in Weeks 3 and 8.

Our P&C has made a tremendous contribution to the school over the years, including:

- Management of the school canteen,
- Management of school uniform orders,
- Assisting with sports carnivals and competitions,
- Fundraising through free dress days, raffles and discos
- Funding leavers' and camp shirts for Year 6 students, and

A sub-committee of the P&C also oversees the canteen operations. The canteen is open every Thursday and Friday for lunch. This is subject to the availability of parent help.

If you can provide help in the canteen at any time, please contact the P&C. Any help will be appreciated.

The School Board

As an Independent Public School, Karratha Primary School has an active School Board comprising of parent and community representatives, the Principal and staff representatives.

Parents are encouraged to nominate for positions on the School Board. An election will be held if there are more nominations than vacant places available. The School Board has a voice in shaping the direction of education and planning in the school.

Karratha Primary School – Unity

HOME-SCHOOL COMMUNICATIONS

'Compass'

Compass is the primary communication tool Karratha Primary School uses to keep families informed. It is an integrated online environment used across the Department of Education in public schools. It is essential that parents log in online or alternatively download the *Compass* app. Details to access *Compass* include a *Compass* username and password which is sent by the school following enrolment. *Compass* allows families to:

- Communicate easily with teachers,
- Stay informed about school activities and events,
- Engage in your child's learning anytime, anywhere and on any device.

The Karratha Key

The school's newsletter named *The Karratha Key*, unlocks key messages for our school community. A copy is sent home via *Compass* up to twice a term to inform parents of the school activities and forthcoming events. A paper copy of *The Karratha Key* can be sent home for those families that request it. Community notices may be included in the newsletter at the discretion of the Principal.

Reporting to Parents

Formal reporting is a vital part of developing and maintaining the partnership between the school and parents/caregivers.

All students receive a formal report at the end of each semester. These are distributed to parents via email in the final week of Terms 2 and 4. These reports summarise the learning grades, attitudes, behaviour and effort of your child.

Learning Journey

In Term 3, we hold a Twilight Learning Journey. At the Twilight Learning Journey, families visit classrooms and other learning areas together to find out about their child's learning at school. Teachers may also arrange individual meetings to discuss any individual education or behaviour support plans required.

Issues Arising

If you have any matter which you feel you need to discuss, please contact the relevant staff member/s.

In some cases, parents discuss problems with other parents and neglect to notify the school. Problems cannot be solved if we are not aware of them. Remember also that there are two sides to every issue. Quite often, issues which go home with children may be confused versions of what really happened. By contacting the relevant staff member in the first instance, items of concern can be quickly resolved.

If the issue continues to be concerning, please contact the Principal. If there is a problem, we don't want you to talk ABOUT us, we want you to talk TO us.

KPS Facebook Group

Scan the code to join our Facebook Group.

Contacting Karratha Primary School

The guide below will assist you with who to contact at KPS

STUDENT WELLBEING
(Social/Emotional/Peer)

CLASSROOM TEACHER
OR if the inquiry is about a Specialist Class, contact the School Office

- Science/Design Technology
- The Arts
- HASS
- Physical Education
- Languages - Japanese

CHAPLAIN (UPON PARENT REQUEST)
Currently not available

Provide a listening ear with confidential, non-judgemental pastoral care.
Contact your child's classroom teacher for a referral.

DEPUTY PRINCIPALS
Kindergarten Puggles - Miss Nuttman
Kindergarten Joeys - Miss Piacentini
Pre-Primary to Year 3 - Miss Nuttman
Years 4 to 6 - Miss Piacentini

First Point of Contact

Second Point of Contact

Third Point of Contact

STUDENT ACHIEVEMENT
(Progress/Classroom)

CLASSROOM TEACHER
OR if the inquiry is about a Specialist Class, contact the School Office

- Science/Design Technology
- The Arts
- HASS
- Physical Education
- Languages - Japanese

DEPUTY PRINCIPALS
Kindergarten Puggles - Miss Nuttman
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Pre-Primary to Year 3 - Miss Nuttman
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08 9187 6300
Karratha.PS@education.wa.edu.au
karratha.wa.edu.au

COMMUNICATION GUIDELINES

Karratha Primary School acknowledges Strong partnerships between families and schools help children thrive. Our staff are committed to open, respectful communication and will work with you to support your child's learning and wellbeing, even in challenging situations.

Department of Education

Shaping the future

Connect and Respect

Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

What we can all expect:

mutual respect | model positive behaviour | open communication | respect for each other's time

We will not tolerate:

offensive, insulting or aggressive language | malicious or judgemental gossip | using social media disrespectfully | any form of violence or threats

Appropriate action will be taken to ensure all staff are safe if the need arises.

WHAT PARENTS AND CARERS SHOULD EXPECT

- Regular updates through approved school communication channels
- Celebrations of success, recognising your child's efforts and milestones
- Timely alerts about serious or ongoing concerns affecting your child
- Scheduled meetings with classroom teachers to discuss progress and goals
- Additional meetings available by appointment when needed
- Invitations to school events and opportunities to be involved
- A chance to provide feedback, shared respectfully and constructively

WHAT PARENTS AND CARERS SHOULD NOT EXPECT

Our staff are dedicated professionals, and we value their personal time. A healthy work-life balance helps them be their best self.

For this reason, families should not expect:

- Calls or emails to be returned outside school hours
- Responses to messages during evenings or weekends
- Access to teachers' personal contact details
- Unscheduled meetings
- Entry to school grounds if aggressive or harassing behaviour has occurred

COMMUNICATION THAT INTERFERES WITH TEACHING AND LEARNING

To maintain a safe and focused learning environment, we ask that all communication supports, not hinders, our staff and students.

Disruptive behaviours include:

- Speaking to staff in a disrespectful or aggressive manner, especially in front of students
- Arriving without an appointment and expecting to meet
- Entering classrooms during teachers' preparation time
- Using social media to criticise or target staff or the school
- Spreading malicious or judgemental gossip

WHEN TO CONTACT

Using the *Contacting Karratha Primary School* guide please reach out if:

- You're concerned about your child's academic or social progress
- There are changes to medical conditions or diagnoses
- Family circumstances shift in ways that may affect your child
- Safety concerns or behavioural changes arise at home
- Social issues could impact student wellbeing at school
- You need to make or reschedule an appointment

SCHOOL PROGRAMS

Our Early Childhood Education Philosophy

- Being: At Karratha Primary School, we believe in embracing a holistic learning experience where the school and community work together to support every child to become a successful lifelong learner. We aim to build relationships that are inclusive and develop each child's sense of belonging. The school believes that every child is valued, unique and powerful.
- Becoming: Educators have high expectations, whilst differentiating the program to cater for diversity. Intentional instruction on new concepts is balanced with opportunities for choice and playful practice. Educators provide experiences that require effort, but are achievable, to help develop the child's independence and confidence.
- Belonging: The school recognises that parents are the primary influence in a child's life and we therefore strive to develop close links with the home and family. Families are encouraged to share their culture with the school community. Karratha Primary School strives to make every child's first experience with school happy and meaningful.

Early Childhood at Karratha Primary School

Pre-Primary is the first compulsory year of schooling. All students attend five full days each week. An adult must drop off and pick up all Kindergarten and Pre-Primary students. Please ensure you are on time, as young children may become easily distressed if you are late or they have to wait. Our Kindergarten, Pre-Primary and Year 1 students engage in play-based learning. In the first hour of the day, 'Discovery Time' (based on the *Walker Learning Approach*), allows students to be involved in meaningful learning that is relevant and developmentally appropriate within an intrinsically motivating learning environment.

Students at Educational Risk

Children who have been identified as a student at educational risk (SAER) are catered for by their classroom teacher. Support staff may work in classrooms with the class teacher and in some instances, students may be withdrawn to work in small groups for intervention.

English as an Additional Language or Dialect

In some cases, students with English as an Additional Language or Dialect (EALD) may require a more specialist English language program, particularly those who are in the early stages of English language acquisition; primarily those who have newly arrived to Australia.

While your child's English is developing, his/her English may be assessed using the *EALD Progress Map*, until their mastery of English has developed to an appropriate level.

The Arts: Music

All Pre-Primary to 6 students take part in Music lessons with a specialist teacher. Studying music stimulates imaginative and innovative responses, critical thinking and aesthetic understanding, and encourages students to reach their creative and expressive potential. Visiting teachers from Instrumental Music School Services (IMSS) offer specialised tuition to identified Year 5 and 6 students in particular musical instruments.

The Arts: Visual Arts

Visual Arts has the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them to reach their creative and expressive potential. Students at Karratha Primary School learn Visual Arts with a specialist teacher who provides opportunities for students to learn how to create,

design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences, as they discover and interpret the world.

Science/Design & Technologies

Our Science/Design & Technologies specialist teacher provides Pre-Primary to 6 students with opportunities for students to develop an understanding of important science concepts and processes, the practices used to develop scientific knowledge, of science's contribution to our culture and society, and its applications in our lives.

Languages

All students in Years 3 to 6 receive instruction in a language other than English. Learning a language is a requirement of all students across Australia, and provides them with an opportunity to communicate in another language.

Physical Education

Physical Education lessons are delivered by a specialist teacher who develops fundamental movement skills including locomotor and object control skills, game tactics and sportsmanship.

In order to help foster the correct attitudes of sportsmanship, interschool events will be arranged from time to time during the year. When it is necessary to travel to another school, a permission note will be required for each participant. This will detail the date, purpose of the event, cost and mode of transport.

Karratha Primary School has four factions. All children are placed into a faction upon enrolment, with children of the same family usually placed in the same faction. Students wear their faction shirts to school every Friday.

Withnell Warriors - John & Emma Withnell

John Withnell and his wife Emma played a significant role in the early colonial settlement of the Pilbara region. Emma Withnell was known for her care towards local Aboriginal communities, while John Withnell was involved in more violent interactions such as the 'Flying Foam Massacre of 1868. The Flying Foam Massacre' was a series of brutal confrontations between settlers and the Jaburara people in the Pilbara region. John Withnell was involved in coordinating attacks that occurred in the Flying Foam Passage in Murujuga (the Burrup Peninsula), resulting in the deaths of an estimated 150 Jaburara people.

The Withnells' legacy has two sides: Emma Withnell for her compassionate support of Indigenous communities and John Withnell for his participation in the massacre of local Indigenous people.

In the 1960's, 'Withnell Way' in Karratha was named after the Withnells. In 1978, this area of Karratha was called Bulgarra. The Withnell Warriors totem animal is the *thatharruga*, Ngarluma for 'fish.'

Harding Heroes – John Harding

John Harding was a volunteer member of the 'Nickol Bay Expedition,' where the Pilbara's suitability for settlement was assessed. The expedition led to Aboriginal land being taken and as the farming industry grew, Indigenous people were exploited as labour and forced to work against their will.

The Harding River was named after John Harding in 1861 and the Harding Dam constructed over a two-year period. The Harding River, known as 'Ngurin' to local Ngarluma people, holds deep cultural and environmental significance to within the area. Before and during the construction of the dam, Yindjibarndi and Ngarluma people appealed the construction of the dam due to the impact on their cultural heritage.

Protests were held at the dam, and a case presented to the State Government with an appeal to the Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act. The appeal was rejected, and the dam construction was completed in 1984.

'Harding Way' is a street in Bulgarra named after John Harding. The Harding Heroes have the *mangguru* as their totem animal, which is Ngarluma for 'kangaroo.'

Gregory Giants – Francis Gregory

Francis Gregory was an explorer recognised for expeditions in Western Australia where large areas of land for settlement and farming were made accessible. This unfortunately significantly impacted Indigenous communities in these regions. Valuable geographical and natural resource information was attained by Gregory, paving the way for further European settlement in the area. Gregory's work facilitated the establishment of farming lands which marginalised Indigenous people from their land, brought new disease and created conflict. Gregory was known to promote good relations with Indigenous groups, but his actions towards colonisation were detrimental to their communities.

'Gregory Way' is a street located in the southeast corner of Bulgarra. The Gregory Giants totem animal is the *gurrumurnju*, Ngarluma for 'goanna'. Karratha Primary School has some large *gurrumurnju*, who sometimes like to come out to say hello!

Lockyer Legends - The Lockyer Brothers

The five Lockyer Brothers Arnold, Edgar, Elbert, Elliot, and Eric were local Aboriginal boys from the Pilbara region. They attended Roebourne and Whim Creek Schools and worked on pastoral stations in the region. The Lockyer brothers enlisted to serve in World War II, even though at the time Aboriginal men didn't go to war. The brothers were determined to serve Australia and make their communities and families proud. Arnold and Edgar joined the Royal Australian Air Force and Elbert, Elliot and Eric joined the Australian Army. Out of the five brothers, tragically only three of the brothers returned home.

In 2006, a memorial was established as a tribute to the brothers and their service for Australia at Whim Creek, which hosts a moving ANZAC service every year. The memorial stands as a reminder of the deep historical significance of Indigenous contributions to Australia's military efforts.

In the 1960's a street in Karratha was named as a tribute to the Lockyer family. The Lockyer Legends totem animal is the *wagari*, Ngarluma for 'fish.'

Handwriting

We use the South Australian font in our school. A copy of the letters and numbers are below if you wish to help your child at home.

Karratha Primary School Library

The Library is an integral part of the school. It holds a resource collection which is continually growing, containing a wide range of books and materials such as games, charts, pictures and a variety of teacher resources. The Library is staffed by a Library Officer every day of the week and open at lunch time. It is requested that families cover the cost of replacing any books or equipment which their child/ren lose or damage. All children MUST have a library bag before they can borrow books to prevent damage or loss. Loans are made on a weekly basis.

School Incursions

The school arranges various sporting and educational incursions to support your child's learning program. These are subsidised using school funding. Incursions are often advertised in *The Karratha Key*, on *Facebook* and through *Compass* indicating the day, year groups and cost. We recommend you read the notes that come home and add these events to your calendar and/or diary to help you remember.

School Excursions and Camps

Karratha Primary School uses excursions to enrich the learning experiences we provide for your child. A school excursion is any activity which is arranged by the school staff and is offsite or after hours. Costs may be associated with excursions and permission slips are a Department of Education requirement. Excursions take a lot of time to plan to ensure maximum benefit is obtained for children involved. This includes planning for risk management, bookings, supervision and the grouping of students for activities. To assist with this, we request that all permission slips and any costs to school are paid by the due date.

Student Leadership

As part of the school's ethos to foster student involvement and engagement, student leadership positions are awarded to senior students. These opportunities allow students additional opportunities to:

- Demonstrate responsibility
- Display active citizenship
- Be positive role models for other students
- Enhance their self esteem
- Develop leadership and organisational skills.

Student leadership positions are held in high esteem and an agreed contract of conduct exists.

Positive Behaviour Support

If a child doesn't know how to read, we teach. If a child doesn't know how to spell, we teach. If a child doesn't know how to count, we teach. If a child doesn't know how to behave, we . . .

Why can't we finish the last sentence as automatically? Our school is a Positive Behaviour Support School. Behaviour is addressed in the same way as other curriculum areas. We have defined the behaviours we expect at KPS (see below). This is what we refer to, rather than a list of 'school rules'.

Our focus areas are Care, Personal best and Responsibility, often referred to as *CPR: The Heart of Our School*. Each behaviour is taught to the students as a lesson, practised and reinforced through positive feedback and incentives like points and tokens.

Unexpected behaviours are managed in the same way as errors in other areas of learning, by correction and reteaching. A continuum of procedures to respond appropriately and consistently to unexpected behaviours from minor to major behaviours has been developed and identifies when intervention and appropriate consequences are required.

Karratha Primary School Behaviour Expectations

T4 2025

Care

COOPERATION

- Attempt to resolve conflict (Restorative Approaches)
- Contribute positively to teams
- Decide on and follow game rules

COURTESY

- Greet and farewell others
- Use manners
- Wait your turn to speak

FRIENDLINESS

- Speak to others in a friendly way
- Give others helpful feedback
- Do good things for others

TOLERANCE

- Include and accept others (Empathy)

Personal Best

EXCELLENCE

- Ask for help when you need it
- Set goals and work to achieve them
- Take safe risks

PERSEVERANCE

- Keep trying when things are difficult (Growth Mindset)

RESILIENCE

- Accept change
- Learn from mistakes and feedback
- Bounce back from disappointment

SELF DISCIPLINE

- Use language that is appropriate
- Regulate your emotions using your toolbox (Stress Response)
- Stay focused and engaged

Responsibility

INTEGRITY

- Follow expectations and procedures
- Take responsibility for your own actions
- Take care of property: yours and other's

ORDERLINESS

- Listen to and follow instructions
- Look after our school and keep it tidy

SAFETY

- Move safely
- Stay in your personal space
- Use equipment safely
- Wear your hat when outside
- Tell an adult about things that are unsafe or worrying you

Good Standing at Karratha Primary

Good Standing is the standing students have during a school term that describes their behaviour status. All students receive two Good Standing points at the beginning of each term. These points indicate that students demonstrate school-wide expected behaviours most of the time and have not demonstrated violent, aggressive behaviour. A student loses Good Standing after a breach or serious breaches behaviour expectations.

Good Standing Process

At the beginning of each term all students will receive two Good Standing points. Students need to maintain a minimum of one Good Standing point in order to participate in the end of term reward and other non-curricula activities and events.

To maintain Good Standing, students need to:

- Comply with all school-wide behaviour expectations

Students will lose a Good Standing point for any of the following within the term:

- Suspension – 2 points
- Three or more office referrals – 1 point
- Withdrawal – 1 point
- Inappropriate behaviour whilst participating and representing the school in extra curricula activities and excursions – 1 point

Consequences of losing Good Standing:

- Students who have lost Good Standing are unable to participate in end of term rewards and other non-curricula activities and events.
- Parents/Carers are notified.
- If a student leader loses their Good Standing, they will relinquish their leader's shirt and the right to represent Karratha Primary School for a period determined by the principal.
- Year 6 students who lose their Good Standing may jeopardise their participation in Year 6 Camp and Graduation.

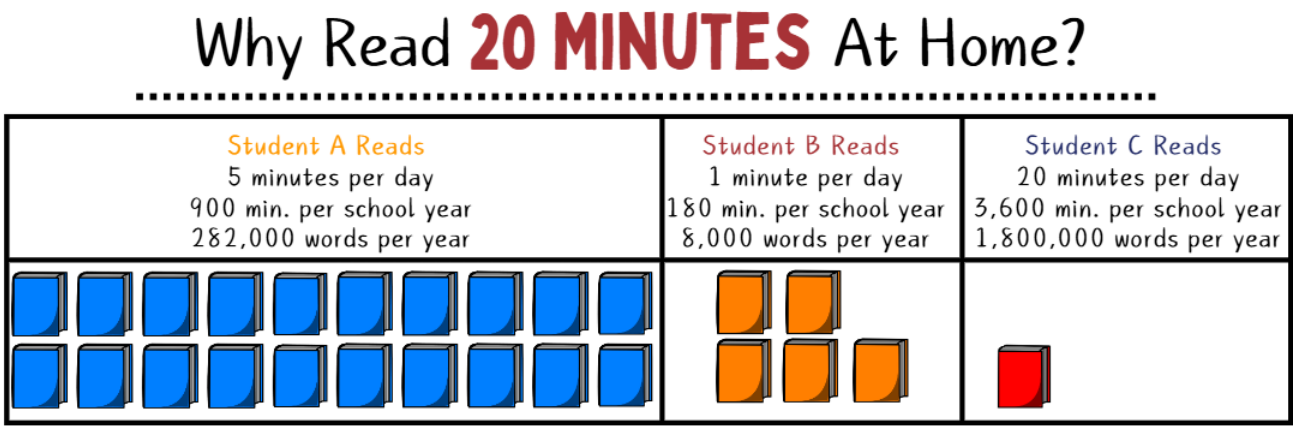
Earning a good standing point back

- Following loss of Good Standing, students must demonstrate school-wide behaviour expectations for a period of ten attended school days.
- Successful completion of this time will result in the reinstatement of one Good Standing point.
- When a student has zero points left and receives a consequence that results in the loss of an additional Good Standing point, a further five days is added onto the attended school days required before a Good Standing point is reinstated.

Homework

An integral part of our students' learning program the consolidation of newly learnt skills. This can be supported through homework set by the classroom teacher and provides an opportunity for parents to interact with their child through learning. Teachers will provide Monday-Thursday Home Reading. They will also provide homework additional to Home Reading, at the request of parents/carers. Homework may be placed on Connect, or alternatively parents/carers may request a hard copy. Teachers will be accommodating in the preferred format of parents/carers.

Teachers will provide:	Maximum time for homework:
Pre-Primary • Home Reading (from Term 3)	Pre-Primary • 5-10 minutes (from Term 3)
Year 1 and Year 2 • Home Reading • Maths	Year 1 and Year 2 • 10-15 minutes
Year 3 and Year 4 • Home Reading • Times Tables/NAPLAN-style Maths problem • Spelling	Year 3 and Year 4 • 15-20 minutes
Year 5 and Year 6 ▪ Home Reading ▪ 2 Homework Grids per term, which may include: ▪ Spelling, Vocabulary ▪ Times tables, Mental Maths ▪ Summarising ▪ NAPLAN-style Maths problem ▪ An act of Active Citizenship	Year 5 and Year 6 • 20-30 minutes



HEALTH & STUDENT SERVICES

Karratha Primary School Uniform Policy

The Karratha Primary School Board have set the following requirements regarding school dress. The dress code is reviewed annually by the School Board, with community consultation occurring before significant changes are made.

Students of Karratha Primary School wear the following uniform:

- Royal blue polo shirts with the school logo.
- Plain, modest navy blue shorts, skorts or tracksuit pants. Denim, bike shorts, leggings and tights are not permitted.
- Broad-brimmed navy blue school hats when outdoors.
- Navy blue jacket with school logo.
- Completely enclosed shoes (e.g. sneakers) or appropriate sandals. Due to health and safety reasons, thongs, crocs and slip-on shoes (e.g. ballet flats) are inappropriate. Please ensure your child has sneakers they can run in on the day they have Phys Ed, so they are able to easily run, jump, skip and hop safely.
- The relevant Student Leadership shirt as appropriate.
- Faction shirts with the school logo, on Fridays and for faction events.
- Simple studs or sleeper earrings, as the only acceptable jewellery, and no makeup.
- Hair that touches shoulders is tied up out of the face.

These requirements apply to all students unless a special exemption is granted. For example, an exemption may be granted on the grounds of religion.

Sanctions against not wearing the appropriate school dress:

- Students not wearing appropriate school dress will be issued with a loan uniform. The school office will record loan uniforms and inform parents.
- Students who continue to be uncooperative will not be permitted to attend functions run voluntarily by the teachers and/or parents, unless it is an essential part of the educational program.
- Parents are to inform the school in writing if students are to be out of uniform.

All of the above School Uniform items can be purchased from our Uniform Shop which is open on weekly. Please check with the front office or on our social media pages for the opening days.

Alternatively, you an order from QuickClick. Sign up for QuickCliQ, and activate your account through the email you receive. Add your child, search for 'Karratha Primary School' and complete your child's class details. Once you have set up your child's profile you can click on 'Uniforms' to complete your order. For any additional questions, please email kpspandc@hotmail.com.

Pastoral Care

Karratha Primary School is implementing *Be You*. *Be You* is a national initiative for educators, aimed at promoting and protecting positive mental health in children and young people.

Good mental health is "a state of wellbeing in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community." (World Health Organisation, 2007)

Be You has five domains:

- Mentally healthy communities
- Family partnerships
- Learning resilience
- Early support
- Responding together

Aussie of the Month is awarded each month to students who consistently demonstrate a focus virtue. Students are nominated and voted on by staff, with a junior, middle and upper primary finalist awarded as *Aussies of the Month*. This is recognised at each assembly, and photos are displayed in the school foyer.

As an *Act-Belong-Commit* school, Karratha Primary School encourages its students, staff and community members to lead an active, healthy life; belong to a group or organisation; and commit to a cause. This message is promoted regularly through the special events held at the school.

As a school, we have also committed to the *Angkor Project*. Students help to rebuild the schools of a school in Cambodia through fundraising and awareness activities. Karratha Primary School is a sister school to Ang Phek, a school in the Kampong Speu Province.

Health

The School Nurse can be contacted through the School Office. Routine health screening is carried out each year on the following:

Kindergarten - Pre-Primary

- Full health appraisal, if not previously performed by Child Health Nurse.
- Speech, parent questionnaire, vision and hearing included in health appraisal
- Health Education

Year 1

- Health appraisal if not previously performed.
- Vision (including strabismus)
- Near vision where strabismus is noted and where 6/6 is not achieved
- Hearing (including otoscope)
- Re checks and reviews as needed
- Referrals from Teachers or Parents
- Health education

Pre-Primary – Year 6

- Modified Health Appraisal if not previously performed
- Regular Checks and Reviews
- Teachers Referrals
- Parent Referrals
- Health Promotion

Health Care Management

Upon enrolling your child, you are requested to complete a *Form 1 Student Health Care Summary*. On the form you are asked to provide information regarding your child's health. **All allergies and medical conditions must be stated.** If your child has a health condition that requires medication or the school's support, appropriate documentation will be provided which will need to be completed before any medical intervention is carried out. **Children will not take any medication at school without this documentation and authorisation. This includes Paracetamol, Ventolin and the like.**

Infectious Illnesses

With all the following diseases, it is not necessary for "contacts" to be excluded from school. However, any student excluded from school MUST NOT MIX with other children until clear of the illness. Children should stay at home until signs of the illness have disappeared or are advised to return to school by the family doctor.

CHICKEN POX	**Infectious Period:** From 2 days before rash appears until vesicles have formed crust. **Exclusion Period:** Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
PARVOVIRUS B19	**Infectious Period:** Not infectious after the rash appears. **Exclusion Period:** Exclusion not necessary.
CONJUNCTIVITIS	**Infectious Period:** While eye discharge is present. **Exclusion Period:** Exclude until discharge from eyes has ceased.
IMPETIGO (School Sores)	**Infectious Period:** As long as there is discharge from untreated lesions. **Exclusion Period:** Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
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INFLUENZA	**Infectious Period:** Usually 1 day before onset of symptoms. Until 7 days after. **Exclusion Period:** Exclude until symptoms resolved.
MEASLES	**Infectious Period:** About 4 days before to 4 days after rash appears. **Exclusion Period:** Exclude for 4 days after the onset of the 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 and live lice removed.
RINGWORM	**Infectious Period:** As long as lesions are present. **Exclusion Period:** Exclude until person has received anti-fungae 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 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.

Dental Therapy Centre

A Dental Therapy Centre operates from Karratha Primary School, and is located to the left of the school office. The clinic provides a free, continuous preventative dental service for each child at Karratha Primary School. The centre can be contacted on 9143 1666.

Bicycles and Scooters at School

Many children ride bicycles or scooters to school. Road authorities suggest that children under the age of 9 years do not have the skills to manipulate a vehicle on a roadway with other vehicles. It is at the discretion of the parents to decide whether their child is capable of knowing and obeying the rules of the road. There is still a need for students to lock their bike or scooter, as no responsibility will be accepted for theft or damage to your child's bike.

The school will cover road safety as part of the curriculum to make children aware of their responsibilities whilst using the road. However, these lessons do not remove the responsibility of the parents in teaching their children the correct rules of the road.

Bike helmets must be worn while riding to and from school. Students who choose not to wear a helmet will have their bike or scooter secured until the student brings a suitable helmet to school.

Skateboards are not suitable to be ridden to school, and electric scooters are not permitted as the legal age to use an eRideable is 16 years of age.

School Psychologist

During the course of the year, there may be some children who develop difficulties with aspects of their education. Should teachers become concerned about the academic, social or behavioural adjustment of a child in the school, they discuss the problem with the Principal or Deputy Principal.

If at this stage the teacher decides additional professional help is required for education, parents will be contacted about the services of the School Psychologist. It is necessary for a case conference with parents and parental permission, before consultation can occur. The services of the School Psychologist are free, and are available upon referral.

School Chaplain

Our School Chaplain works for an organisation called YouthCARE which has chaplains in approximately two thirds of the state's public schools. YouthCARE has had a strong relationship with the Department of Education for over thirty years.

YouthCARE chaplains provide a non-judgmental, independent service which respects all people no matter who they are, where they are from or what their belief system.

A chaplain cares for the social, emotional, mental, physical and spiritual wellbeing of students, families and staff. Part of this pastoral care involves building relationships, being a mentor/role model, being available for one-on-one conversations, running activities and programs for students at school, providing practical help to the whole school community and providing a referral link to external mental health and social/emotional wellbeing services.

Pets on Premises

Pets are not permitted on school grounds at any time. Pets, not identifiable, will be removed from the premises by the local ranger.

CYCLONE MANAGEMENT

This note is to remind parents of the school procedures which are to be adopted if a cyclone threatens our area.

ADVICE

If an Advice warning is declared, schools remain open and students are to attend as per normal.

All information and updated reports relating to the warnings and school closure are also issued on ABC Radio. The frequency of updates will depend on the type of cyclone alert. School closure will be broadcast between 6.15am - 7.45am.

- ABC Radio 6KP (frequency 702) 9183 5011
- Spirit Radio 6KA (frequency 1260) 9144 4333

School buses may be affected at this stage. Any change to the bus operation will be given on the radio at the above times OR check Main Roads WA website for possible road closures. PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to warnings and school closures are ISSUED ON THE RADIO. Please keep yourself informed.

WATCH AND ACT

If a Watch and Act is declared during a school day, the following will occur:

- Watch and Act warning before 12:00pm: Students can be picked up immediately from the school. The school will close at lunch time. Students will not be sent home until collected by bus operators, or instructions are received from carers.
- Watch and Act warning after 12:00 hours: Students can be picked up immediately from their classroom. The school will close at the normal time. Students will not be sent home until instructions are received from carers.
- Watch and Act warning at or after 14:00 hours: Schools will be closed the following day. Please continue to listen to the radio to receive information as to when schools will open. The closure advice will be repeated each morning until a decision to reopen is announced based on official advice from the Department of Fire and Emergency Services.

The above does not preclude immediate closure in extenuating circumstances and if deemed necessary by your education regional office, in consultation with the Deputy Director General Schools.

EMERGENCY WARNING

If an Emergency Warning is declared, the school will remain closed.

In the event an Emergency Warning is announced after 2.00pm: schools will remain closed the following day.

In the event that an Emergency Warning is cancelled by the Department of Fire and Emergency Services, the Director of Education, in consultation with the Deputy Director General Schools, will advise when the school can re-open.

AFTER THE CYCLONE

If an Emergency Warning is announced after 2.00pm, schools will generally be closed the following day to allow for assessment and repair of serious damage. Staff and students cannot return or enter the school or site until this assessment has been completed and the school or site has been given the 'all clear'.

Please continue to listen to the radio to receive information as to when schools will open. Keep yourself informed via the radio until all threats from the cyclone has passed.