



# Little Grove Primary School

Telephone: 9845 9900

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

Website: [www.littlegroveps.wa.edu.au](http://www.littlegroveps.wa.edu.au)

## Information Booklet 2024



## School Hours & Attendance

**SCHOOL HOURS:** Start of school day 8.45 am End of school day 3.05 pm

Students may arrive at school from 8.30 am onwards. The school day starts at 8.45am and finishes at 3.05pm. Students arriving after 8.45 am are asked to please come through the front office to obtain a late note to provide to the classroom teacher.

### Absent from School

Department of Education Regulations require an explanation for all absences for all years K-6. Please advise of any absence to school by sending an SMS to 0417 098 726, or by calling the front office on 9845 9900 or by email to school on [littlegrove.ps@education.wa.edu.au](mailto:littlegrove.ps@education.wa.edu.au).

If you have any planned absences other than sick (e.g. vacation or family business), then please advise the Principal prior to the absence by e-mailing [littlegrove.ps@education.wa.edu.au](mailto:littlegrove.ps@education.wa.edu.au). For more information on this please see the Student Attendance Policy at the end of this booklet .

### Leaving School Grounds

If you need to collect your child/ren during the school day then you must obtain a Student Leave Pass from the front office. Please obtain the Student Leave Pass prior to collecting your child/ren from class.

### Unwell

If your child or children are unwell, please keep them at home until they are well. Please remember to advise the school if your child/ren are unwell via SMS, phone call or e-mail.

If your child is diagnosed with a contagious illness, please advise the front office as soon as convenient. This allows us to follow Health Department protocols for the benefit of our school community. Confidentiality by school staff is always followed.

### Updated Information

Please contact the school to advise in any changes to student information such as change of address, new telephone numbers any change to circumstances, medical information etc.



## Term Dates

### **Term 1 – 9 Week Term**

Wednesday 31 January 2024 – Students resume  
Thursday 28 March 2024 – Students Last Day of Term

### **Term 2 – 11 Week Term**

Monday 15 April 2024 – Students resume  
Friday 28 June 2024 – Students Last Day of Term

### **Term 3 – 10 Week Term**

Tuesday 16 July 2024 – Students resume  
Friday 20 September 2024 – Students Last Day of Term

### **Term 4 – 10 Week Term**

Monday 7 October 2024 – Students resume  
Thursday 12 December 2024 – Students Last Day of Year

## Public Holidays

Monday 4th March 2024 – Labour Day  
Thursday 25th April 2024 - Anzac Day  
Monday 3rd June 2023 – Western Australia Day

## Staff Development Days – (Pupil Free Days)

Friday 26th April 2024  
Monday 15th July 2024  
Friday 8th November 2024



## Bus Services

A free school bus runs east of the school to Goode Beach. Applications are required to use this service, to register visit [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).

To the west of Little Grove, a fee-paying bus operates. Students pay to use this service as complementary passengers. Students can apply for a Smart Rider card to use this service and forms are available from the school office. Further details regarding bus services are available from Trans Albany on 136 213.

## Bicycles/Skateboards/Scooters

All children riding to and from school must wear a helmet. Bikes and scooters must be stored in the bike racks provided by the school. These items can only be accessed by students after 3.05pm.

Bikes, scooters, skateboards should not be ridden on school verandas, paths or courts on school property, at any time.

## Parking

Please observe parking regulations and signage. Parking regulations and restrictions are there for the safety of your children. The designated staff car park is for staff use only. Designated disabled parking bays should only be used by those who are eligible.

There is a Parent Carpark on the O'Connell Street side of the school. Please park on the correct side of the road, do not park against the flow of traffic.

## Medication

If your child requires medication whilst at school, please contact front office. Any medication administered during the school day should be administered with front office staff supervision. A form must be completed by the parent/carer with the instructions and details of the medication. Some medications require a health care plan from a treating physician. Our staff will advise if this is the case. The medication is kept in the medical bay in a secure cupboard.



## First Aid

The School has First Aid trained staff to assist with any situations that may arise at school. If your child is unwell or sustains an injury whilst at school, assistance will be provided by trained staff. Parents will receive a courtesy SMS to let them know if their child has required medical attention during the school day for minor first aid. If the attendance is of a more serious nature then parents will receive a phone call.

## Uniform

Wearing of the school uniform is compulsory in Years PP—6 (Kindy is optional). Shoes or sandals must be worn at all times. Thongs, wellington boots and crocs are not acceptable for safety reasons.

The following range of clothing has been approved and forms our official School Uniform.

### Uniform

- Polo shirt – jade with school crest
- Shorts – navy blue (no longer than knee length)
- Cargo/Track pants - navy blue
- Dress – green/navy tartan with school crest (optional)
- Skirt – green/navy tartan, pleated (optional) (with black/blue sport pants under)
- Zip jacket or windcheater top – navy blue (crest preferable)
- Faction Polo shirt – school crest printed on relevant faction colour – Towerin, Waitch, Warlich
- Faction shirts are expected to be worn only on Physical Education or Sport Days
- Hat – 8-10cm broad brimmed hat or legionnaires hat in navy blue (Caps and Logos are not acceptable)

*Please ensure that you label all items of clothing.*

## Hats

The school requires the wearing of broad brimmed or legionnaire style hats during recess and lunch breaks, as well as PE or sports sessions. Children who are not wearing hats will be asked to stay in the undercover area during breaks.

## Lost Property

Lost items of clothing are located in the Junior and Senior Prac Spaces. Parents are free to look for 'lost property' before and after school. Items not claimed at the end of each term will be given to charity.

Please see the front office if a student loses any valuables.



## Factions

Each family will be allocated to a Faction when they commence at the school. Factions are used for sport competitions and for our Positive Behaviour Acknowledgement system. Factions sport polos are available at the uniform shop and must be worn for school PE Lessons and sporting events.

**Our Factions are :** **Towerin (Red Head Parrot)** **Waitch (Emu)** **Warlich (Eagle)**

## Physical Education & Sport

Each child has 1 or 2 Physical Education and fitness sessions per week and the sports uniform is preferred

option for these sessions. Children can be excused from these sessions if they have a valid reason. If you do not wish for your child to participate in sport and have a valid reason then please contact the front office prior to their sports session. Appropriate footwear and a hat is also required.

### **Voluntary Contributions**

Information regarding voluntary contributions is provided to parents in Term 4 for the following school year. Families are provided with an invoice in term 1 and reminders are sent throughout the school year. Voluntary Contributions are voluntary and assist the school to purchase items that benefit all the students.

### **Personal Use Items Lists (Booklists)**

Personal use item lists are provided to all families in Term 4 for the following year. Your family is provided with the choice to obtain all your items from your preferred business of choice or the to utilise the local stationery company whom can package your items with a service to also pay your voluntary contributions and P&C contribution.

### **Payments for Excursions and Incursions (In school activity)**

A note will go home prior to any event detailing the cost and other information. Extra cost options for excursions, incursions and other items are payable prior to the event.

Our preferred payment method is directly into the Little Grove Primary School Bank Account:  
BSB: 016 510

Account No: 340910473.

Please use your child's surname in the payment description.

EFTPOS payments are accepted at the front office.

If you are paying with cash and/or cheque, please place payments in an envelope with your child's name and room number, then place in the mailbox in the school front office labelled Payments.

Please feel free to contact the Manager Corporate Services at any time to discuss a payment plan or options to cover any costs payable for your child/ren. The school is considerate of families and situations as well as the current cost of living.

### **Excursions, Incursion, Camps Etc.**

Parents are informed by notices and emails when these are to be held. Permission slips are required to be completed by parents and returned to the school before children can participate. Please adhere to form return dates and complete all sections of the form, to assist us in the organisation of event.

### **Concerns and Problems**

If you are concerned in any way about your child, do not hesitate to contact the classroom teacher. Home/school communication is important. Please telephone the front office and an appointment can be arranged for you to speak to the teacher. If you require more information, please refer to the Communication with School and School Board guidelines *on the school website for more information*.

### **E-News, Notes, Email**

As a sustainable school we endeavour to limit the use of paper where possible. Most communication between school and home is conducted via email. Our E-News is sent home via email each week to keep you up to date with what is happening in our school. If a permission note needs to be filled in and returned to the school, we will provide you with a paper copy.

### **School Website**

Our school website holds lots of information for new and existing families to our school. It is a great source of information if you are looking for something in particular. You can find us @ [www.littlegroveps.wa.edu.au](http://www.littlegroveps.wa.edu.au)

### **Facebook**

Our school has a facebook page. If families would like to follow our page, you will receive reminders of coming events and our "Noticeboard" will also give families information on local activities that you may wish to participate in eg. sports, local events etc.



### **Dogs**

For health and safety reasons, dogs and puppies are not permitted on the school grounds at any time – this includes drop off and pick up times.

### **Library**

The children are encouraged to borrow books weekly from the library. Your co-operation is needed to see that these books are cared for and returned on time. Students are required to have a library bag in which to protect their borrowed books.

### **Mobile Phones / Smart Watches**

It is recommended that students do not bring mobile phones or electronic devices (such as tablets and ipads) to school. Primary school students are not permitted to have mobile phones in their possession during the school day. Student property is not covered by the school's insurer for loss, damage, or theft.

Please read the full LGPS Mobile Phone and Electronic Devices Policy on the school website for full information.

### **Toys and Valuables**

Children should be discouraged to bring toys or valuables to school.

### **Classrooms**

Parents are encouraged to assist in their child/s classroom. Please contact the Classroom Teacher if you wish to assist. Please ensure that you sign in at the Front Office prior to helping in the classroom.

Class teachers will hold a meeting for parents early in Term 1 of each year – they will have specific jobs that parents can assist them with throughout the year.

Your assistance is needed by encouraging your child in his/her education and by showing an interest in what he/she is doing. Your assistance in upholding our school behaviour expectations is essential. Please take time to hear your child read if he/she brings a book home. It is also a good idea to read aloud to your child and to read with him/her.

### **Parents and Citizens Association**

The P&C is a parent group who support the school by organising fundraising events and community functions. The Little Grove Primary School P&C organise the canteen and our book club. P&C meeting times will be advertised in the E-News and on the school calendar. All parents are welcome and encouraged to join in, your help and support will be appreciated. "Many hands make light work!"

## Reporting to Parents

Formal reporting to parents is completed twice per year:

- Semester One Report at the end of Term 2
- Semester Two Report at the end of Term 4

Student Reports are sent to parents via email. Please follow the directions on the email regarding saving the report.

## School Board

Little Grove Primary School is an Independent Public School and approvals are overseen by the School Board. The Board meets at least once each term and acts to:

- Receive information about the performance of the school (i.e. its students).
- Examine information and **make decisions about focus areas.**
- Receive reports about implementation of focus areas.
- Endorse the School Business Plan.
- Note the School Budget.
- Brings ideas from and liaise with the P&C.
- Be a "sounding board" with respect to activities, decisions, opinions and some policies relating to the school.
- Provide feedback about and/or endorsement of some school policies.

## Security

The school grounds are monitored by security cameras, a security system and is also a part of the School Watch Scheme.

Your family is welcome to utilise the oval and court facilities at the school out of school hours. We remind you that you are not allowed around the buildings after school hours.

If you see any undesirable or destructive behaviour on school grounds out of school hours, please contact Schools Watch on 131 444, the Albany Police station on 9892 9300 (option 4).

## Other Contact Information

### ***SOUTHWEST REGION, ALBANY LOCAL EDUCATION OFFICE***

85 Serpentine Rd, Albany. Telephone 9844 2833

### ***SCHOOL CHAPLAINCY PROGRAM***

Students and families may access our School Chaplain on a voluntary basis. Our chaplain is on the school site two days per week. You are welcome to contact our Chaplain through the front office.

### ***DENTAL CARE***

There is a dental therapy unit at Yakamia Primary School. Forms will be issued during Term 1 to each new student. Children are rostered for FREE treatment by the clinic and will receive notification and appointment.

cards throughout the year. The clinic can be contacted on 9841 3498.

### ***HEALTH SERVICES***

The School Nurse attends the school and is available for consultation by students, parents and staff. Routine health examinations are conducted on all Pre-primary and Kindergarten students (including vision and hearing tests). Other students needing attention are seen as required. The School Nurse can be contacted via the school or Community Health Services on 9842 7561.

### ***SCHOOL PSYCHOLOGIST***

A confidential service is available through the school to assist parents and students. The service can be accessed where a situation or issue is affecting or has the potential to affect the learning performance of a child. Please see your class teacher or contact the Associate Principal if you would like more information or a referral to this service.



## **FOCUS AREAS OF LITTLE GROVE PRIMARY**

### ***Student Achievement and Progress***

To provide every student with a pathway to a successful future.

### ***Learning Environment***

To create a safe and supportive learning environment that enables all students to be successful learners.

### ***Teacher Quality***

To maintain a focus on continuous improvement and reflection, employ high quality teaching practices and provide engaging teaching and learning programs across our school.

### ***Relationships and Partnerships***

To work collaboratively to build positive relationships and partnerships with everyone in our school community for the benefit of our students.

### ***Leadership***

To provide strong, empowered, cohesive leadership across the school that inspires clear, effective school wide direction in all areas of the school's operation.

### ***Use of Resources***

To use appropriate systems to ensure all the school's resources are used in a responsible, fair, and strategic way to enhance student and school performance.

## **INTEGRATED FOCUS**

### ***Build Student's 21st Century Skills***

This provides students deliberate learning activities to build skills for emerging industries and technologies including teamwork, problem solving, creativity, independent thinking, critical analysis, initiative, and communication.







# Little Grove PRIMARY SCHOOL

Gordon St, Little Grove, Albany WA 6330  
Telephone: 08 9845 9900  
littlegrove.ps@education.wa.edu.au  
www.littlegroveps.wa.edu.au

*A Proud Independent Public School*

## STUDENT ATTENDANCE POLICY- PARENT INFORMATION

Regular student attendance at school is important to minimize learning gaps and enable every student to reach their full potential. Research shows that attendance patterns are formed early so regular attendance from Kindergarten is important. Every day counts at school so missing just one day at school is not ok unless they are sick.

Section 23 of The School Education Act states that students must attend school every day it is open for instruction.

A student is only excused from attending school due to illness or any other reasonable cause. If your child is not able to attend school for a legitimate reason such as illness, then you must advise the School as soon as possible and provide a reason for the failure to attend. This must be done no later than 3 days of the non-attendance. If the reason is illness, the Principal is entitled to ask you for a medical certificate in support.

With the implementation of our automated SMS student attendance system, at Little Grove Primary School we follow the following procedures to establish the reason behind every student absence.

1. If your child is absent and you have not notified the school, an SMS is sent to your mobile phone at 10am of that day.
2. If you reply via SMS, email, or phone then the reason you supply is recorded and the absence is changed from unexplained to resolved.
3. If you do not supply a reason, then another SMS is sent to your mobile phone 8 days later to ask a reason your child was absence on that day.
4. If you reply via SMS, email, or phone then the reason you supply is recorded and the absence is changed from unexplained to resolved.
5. If you do not notify the school via email, phone, or SMS then this absence occurrence is changed to resolved and recorded as unacceptable absence.

If you intend taking your child on an in-term vacation, please write a note to the Principal stating the duration, dates, and reason, at least one week prior to your vacation dates. This will then be recorded as an in-term vacation. If no note is received by the Principal, the period will be deemed an unacceptable absence.

Persistent cases of non-attendance may be referred to an Attendance Panel which enquires into the reasons for the non-attendance and will try and assist parents and students who are having difficulties with attendance. Attendance Panels can also issue a certificate authorising prosecution in cases where their advice is not followed.

If you have any enquiries about this information or procedures, please contact the School Administration.

Yours Sincerely,

Mr Darryn Martin  
Principal



# EXPECTED BEHAVIOURS

All members of the School Community are expected to:

**Show Respect  
Build Resilience**

**Be Responsible  
Be Open to Learning**

Students and parents should be familiar with our Expected Behaviour Matrix and Groovy Grover acknowledgement system. See matrix below. An updated overview of the GG acknowledgement system will be sent home to families early in Term 1.

 <b>LITTLE GROVE PRIMARY BEHAVIOURAL EXPECTATIONS Years 1—6</b>				
	OPEN TO LEARNING	SHOW RESPECT	BE RESPONSIBLE	BUILD RESILIENCE
WHOLE SCHOOL ALL THE TIME	<ul style="list-style-type: none"> <li>Actively Listen</li> <li>Bring a positive attitude to school</li> <li>Do your best</li> <li>Be open to learning everywhere and all the time</li> </ul>	<ul style="list-style-type: none"> <li>Care for others</li> <li>Use Manners</li> <li>Follow instructions from staff and official visitors</li> <li>Care for and share all equipment and resources</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for your own actions.</li> <li>Wear School Uniform with pride</li> <li>Be friendly and kind</li> <li>Be honest</li> <li>Report unacceptable behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Have a go even if uncertain</li> <li>When things are difficult—keep trying.</li> <li>Manage your feelings and emotions in a positive way.</li> <li>Keep things in perspective</li> <li>Seek solutions by playing with possibilities</li> </ul>
CLASSROOM	<ul style="list-style-type: none"> <li>Set &amp; Review Personal Goals</li> <li>Strive for excellence</li> <li>Increase your effort to improve your output.</li> <li>Learn through questioning and making connections</li> </ul>	<ul style="list-style-type: none"> <li>Obtain permission to use others equipment</li> <li>Walk in the classroom</li> <li>Use inside voices</li> <li>Raise your hand and wait to be asked to speak</li> </ul>	<ul style="list-style-type: none"> <li>Complete your work on time</li> <li>Be co-operative</li> <li>Stay focused on the task at hand</li> <li>Be organised and prepared</li> <li>Allow everyone the right to learn</li> </ul>	<ul style="list-style-type: none"> <li>Seek help when needed</li> <li>Learn from mistakes</li> <li>Be open to giving or receiving feedback</li> <li>Show initiative and imagination</li> </ul>
SCHOOL GROUNDS	<ul style="list-style-type: none"> <li>Be inclusive</li> <li>Be open to explore new experiences</li> <li>Learn with Nature</li> </ul>	<ul style="list-style-type: none"> <li>Return all equipment to its correct place neatly.</li> <li>Keep hands and feet to yourself.</li> <li>Agree on game rules before beginning a game</li> <li>Move from one area to another appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Pick up &amp; Place rubbish in correct bins</li> <li>Sit down to eat at the right time and place. Wait to be released to play by duty teacher.</li> <li>Walk around the buildings and verandas</li> <li>Stay in the school grounds</li> <li>Wear a wide brimmed hat when outside</li> </ul>	<ul style="list-style-type: none"> <li>Deal with disagreement calmly and positively</li> <li>Demonstrate sportsmanship</li> </ul> 

## Positive Behaviour Support for our Students

### Our Vision

At Little Grove Primary School (LGPS) we strive to ensure that our students develop individual potential, self-esteem, and confidence, as well as the knowledge, skills and attitudes required to contribute to the development of our changing society.

### Our Values

Our core values that underpin everything that we do are:

- Learning
- Excellence
- Equity
- Care

### LGPS Expected Behaviours

- Open to Learning
- Show Respect
- Be Responsible
- Build Resilience

Our school behaviour matrix outlines these expected positive behaviours to our students.

## Teaching Expected Behaviours

Staff at LGPS explicitly teach expected behaviours with lessons which use the iSTAR format. They also teach social skills via Bounce back and Aussie Optimism programs as part of the Health Learning area.

A whole school approach is used where all classes are taught the weekly expected behaviour at weekly Block Musters

## Encouraging Expected Behaviours

When students demonstrate one of the expected behaviours they are acknowledged frequently with a Groovy Grover. This Groover Grover is worth one faction point and they are collected and counted by our student leaders. The Groovy Grovers then get taken home to show and celebrate with parents.



When students demonstrate exemplary or outstanding expected behaviours they are acknowledged with a Golden Grover. If they demonstrate outstanding kindness, they are acknowledged with a Silver Pearler. Both are worth five faction points and are presented at a Weekly Muster.



Our three Factions (Warlich, Towerin, Waitch) then receive reward activities at 500, 1000, 1500 etc points. Students in these factions get activities such as extended play, game days, sausage sizzle, music day, dress up day etc. These activities are decided by our PASLET team with input from students.

Students who show exemplary behaviour all term receive a Groovy Grover badge, key tag, or wrist band at the end of the term; with the view to try and collect all four. If a student receives all four, then their name goes into a raffle draw for a prize at the end of the year. Exemplary behaviour means they have no ticks in the class or playground behaviour book for the term or they were for very minor unproductive behaviours that no longer occur.



## Responding to Unproductive Behaviour

Unproductive behaviour also requires feedback and is viewed as a teaching opportunity – a chance to clarify and re-teach expectations. This is done using a Behaviour Boost session.

Students are taught what the expected behaviour looks like, sounds like and what to do next time to show this expected behaviour. Students are given a Behaviour Boost session if they receive three ticks in the class behaviour book in a week. Parents are notified of the Behaviour Boost so they can reinforce the expected behaviour at home as well.



More serious or major unproductive behaviours are dealt with by Admin and parents are notified and kept informed of consequences such as withdrawal, suspension, loss of good standing and exclusion. These major or serious behaviours are bullying, wilful defiance, refusal, physical assault, verbal abuse, leaving school grounds, intimidation, property or technology misuse or damage.