



Herne Hill
PRIMARY SCHOOL
INDEPENDENT PUBLIC SCHOOL
TOGETHER WE ACHIEVE



THE HERNE HILL WAY PARENT HANDBOOK





WELCOME TO HERNE HILL PRIMARY SCHOOL

At Herne Hill Primary School we aim to be an inclusive, innovative, effective school striving for students to reach their potential. We work together as a school community towards common goals, ensuring students are provided with a safe and supportive environment.

Herne Hill Primary School is a relatively small school with just over 200 students. This gives us a great opportunity to get to know families over many years.

The school celebrated its 100th year in 2022 and some of our current students are multi-generational with both their parents and grandparents having attended the school. We are surrounded by beautiful trees and have four school ovals - we enjoy the space our school offers us, and it is appreciated by our school community.

Working together as a whole school community is a priority, allowing all stakeholders to gain a sense of ownership, ensuring that student, staff, and parent voices are heard, acknowledged and valued. The dedicated School Board and P&C work closely with the whole school community supportive of the school directions.

The school has high expectations of student behaviour, values, and work ethic. The four values are Respect, Resilience, Inclusion and Strive for Excellence.

Every school has its own way of doing things, Herne Hill is no exception. We hope that this booklet helps make joining our school easier.

Chris Smith
Principal



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HERNE HILL PRIMARY SCHOOL VALUES

Our values provide a foundation for building social responsibility and a sense of belonging through collaboration between student, family, school, and wider community.

STRIVE FOR EXCELLENCE

We try our very best to achieve the very best we can always.

INCLUSION

We strive to be included and include others. We accept diversity by being aware of others and their culture.

RESPECT

We are accountable for our own actions, resolving differences in constructive and peaceful ways; we contribute to society, and we take care of the environment.

RESILIENCE

We never give up when faced with challenges and we can problem-solve.





THE STAFF

Role	Staff Member
Principal	Chris Smith
Deputy Principal	Mel O'Leary
MCS	Karen McCall
School Officer	Anne Simpson (<i>Monday (Even weeks) & Thurs</i>)
School Officer	Tina Merkouris (<i>Monday (Odd weeks) & Friday</i>)
Learning Support Coordinator	Amy Millar (<i>Tues</i>) is this her new title?
Chaplain	Stella Jones
School Psychologist	Shannon Theodore (<i>Tues</i>)
Kindy	Kirsty Maffescioni (<i>Tue-Thurs</i>) Georgie Thomas (Special Needs) EA Cassie Baker (Special Needs) EA
Pre-primary 1	Denise McKeon - (<i>Mon, Tues, Thurs, Fri</i>) Zoey Grafham - (<i>Wed, DOTT provider Thurs</i>) Lucy Goard (Special Needs) EA
Pre-primary 2	Amanda Hill Fran Fowler - (<i>DOTT provider Thurs</i>) Tayha Duff (Special Needs) EA Sally Hartnett (Mainstream EA)
Year 1	Kim Bailey
Year 2	Kimberley Farmer
Year 3	Carmelina Grigson (<i>Mon, Tues, Wed, Thurs</i>) Kirsty Maffescioni - (<i>Fri</i>)
Year 4	Amy Millar - (<i>Wed, Thurs, Fri</i>) Caitlin Doeglas - (<i>Mon, Tues</i>)
Year 5	Alison Cosgrave (<i>Mon, Tues, Thurs, Fri</i>) Mel O'Leary (<i>Wed</i>)
Year 6	Alex Flannery
Music	Justin Fletcher - (<i>Tues, Thurs</i>)
PE	Caitlin Doeglas - (<i>Wed, Fri</i>)
Science/STEM	Suzana Blazeski
EAs and SNEA	Nadine Austgen (Mainstream) Andrea Sharp (Special Needs) Jasmin Grygorcewicz (Special Needs) Naomi Bates (Special Needs) Phoenix Thompson (Special Needs)
Librarian	Nadine Austgen



IMPORTANT CONTACT INFORMATION

Herne Hill Primary School
60 Argyle Street
Herne Hill
WA 6056

School Phone number:	6296 8200
School Email address:	hernehill.ps@education.wa.edu.au
Website:	https://hernehillps.wa.edu.au/
Principal:	Christopher.Smith@education.wa.edu.au
Deputy Principal:	Melanie.Oleary@education.wa.edu.au

If you see vandals at work please contact –

Education Security:	9264 4771 or 9264 4632
School Watch:	9264 4771
School Watch Mobile:	0417 939 985

SCHOOL DAY

Classrooms open at 8:35

First siren 8:50

Session 1 – 8:55 – 9:15 Whole School Spelling (except ECE)
9:15 – 10:55

Recess 10:55 – 11:15

Session 2 - 11:15 – 12:45

Eating 12:45 – 1:00

Play 1:00 – 1:25

Session 3 1:25 – 2:00 FLIARS (independent reading and fluency library AR Support)
2:00 – 3:00

Final Siren 3:00

MORNING ROUTINES

The official start of the day at 8:50, classrooms open to students at 8:35 and we ask children not to arrive before that time unless they are taking part in a Before School Engagement club or attending Breakfast Club. Any student who arrives earlier than 8:35 is expected to sit outside of the Library rather than playing around the site. This helps us keep an eye of them.



ARRIVING AFTER 8:50

The roll is taken just after 8:50, any student who comes after this time should come via the front office.

Collecting your child for an appointment during the day

Sometimes you will need to collect your child during the day, for an appointment for example. Please come to the School Office and we will arrange for them to come to you. It makes it easier for us to keep track of the adults on the site during the day. DOE regulation that all students are signed out via Administration for safety and duty of care.

LEAVING SCHOOL AT 3:00

At the end of the school day, you are welcome to meet your child at their classroom or another agreed meeting point.

THE GRAPEVINE

The Grapevine is posted weekly on Compass and Dojo and highlights the events for the following week.

TERM 2, WEEK 4		MONDAY 11.05	TUESDAY 12.05
TERM 2 UPCOMING EVENTS - Monday 11th May - P&C Meeting (6pm) - Tuesday 19th May - WCF Netball Cup (Yrs. 4-6 selected students) 21, 22, 25 & 26 May - Book Fair (Library) 22nd May - Faction Cross Country (PP-6) 28th May - Year 1 Assembly 29th May - School Development Day (students do not attend school)		 BREAKFAST CLUB 8.00am - 8.30am  LEGO CLUB 8.00am-8.30am <i>(SELECTED STUDENTS TERM 2)</i>  GIFTED & TALENTED CLUB (Yr.5/6) 8.00am-8.30am  BOARD MEETING (3:30-4:00)  P&C MEETING (6pm)	 BREAKFAST CLUB 8.00am - 8.30am  RUNNING CLUB & COFFEE VAN (oval) 8.00am-8.30am  KINDY DAY  BAND 1.30pm - 2.00pm
WEDNESDAY 13.05		THURSDAY 14.05	FRIDAY 15.05
 KINDY DAY  SKIPPING CLUB 8.00am-8.30am <i>(SELECTED STUDENTS)</i>		 KINDY DAY  Student Council 1:30 - 2:00  KOOLANDKA CLUB 8.00am - 8.30am  BAND 8.10am - 8.45am	 BREAKFAST CLUB 8.00am - 8.30am  UNIFORM SHOP 8.30am-9.30am  DRUM CORP <i>(SELECTED STUDENTS)</i>

BREAKFAST CLUB

Breakfast Club at Herne Hill was established to support student wellbeing, belonging and readiness for learning. It provides an opportunity for students, particularly those who may not have access to food at home, to have something to eat before the school day begins. At the same time, it offers a welcoming space for all students to connect with peers, build social skills and practise respectful relationships.

Breakfast Club also ensures that students who arrive early have a supervised environment with clear expectations and high standards of behaviour. Importantly, it strengthens our sense of community by providing opportunities for wider school involvement and support, reinforcing that Herne Hill is a place where every student feels welcome, connected and valued.

There is no charge for Breakfast Club, it takes place from 8am to 8:30 on Monday, Tuesday and Friday in the Undercover Area.



OTHER CLUBS

Monday 8am to 8:30	Lego Club	Runs a term at a time – Applications through the Office
	Year 5&6 Gifted and Talented Club	Invitation
Tuesday 8am to 8:30	Running Club	Open to everyone – just turn up
Wednesday 8am to 8:30	Skiping Club	Try outs during Term 1
Thursday 8am to 8:30	Koolandka Aboriginal Club	Eol in the office
Friday 8am to 8:30	Drum Corps	Years 4-6 Try outs in Term 1

LEARNING AN INSTRUMENT

In Year 5 and 6, some students are given the opportunity to learn classical guitar. The lessons are taught by the school of instrumental music and they provide criteria for selection. The weekly lessons are free but there is a charge to hire an instrument and a commitment to learning is required.





TERM CALENDAR

Term calendars can be found on our website. Should there be any date changes throughout the year, this is where the most up to date calendars are published.

TERM DATES

The term dates for Western Australian schools can be found at:

<https://www.education.wa.edu.au/>

The Department of Education provides details of current and future dates.

SCHOOL DEVELOPMENT DAYS

The school staff will be involved in Professional Development on several days during the course of the year. On these days students do not attend. Dates are on the Term Planner.

SCHOOL DEVELOPMENT DAY 2026

1. Thursday 29 January
2. Friday 30 January
3. Friday 29 May
4. Monday 20 July
5. Monday 16 November
6. Friday 12 December

CHANGE OF ADDRESS /TELEPHONE

Throughout the year we often send out information via post or email. If you change your address, phone number or email address please would you let us know of these changes when they occur. The well-being of your child often depends upon us having accurate information.

MEDIA CONSENT FORM

From time to time the school will take photos of the students or their work to use on the school website, in our publications or to promote the work of the school. Included in our enrolment pack is a media consent form which we would ask you to complete if you are happy for your child's images to be used. We will not use images without this consent.

THIRD PARTY APPLICATIONS OR WEBSITE PERMISSION

At school, we use a range of websites that require us to add your child's name and other personal data. The Department of Education assesses the risk associated with these sites and apps based upon their security level. Before we can add your child's details, and before they can have access to the resource, we need to obtain your permission. Without it, they are not able to use the learning resource.

IPADS

The School is well resourced with technology. Years 4-6 are provided with their own school-based iPad to use for learning y1-6 for use to enhance, assist and reinforce learning across all subject areas.

CURRICULUM

Herne Hill Primary School students continue to demonstrate strong levels of achievement across a range of academic and non-academic areas. These outcomes are supported through the high level of



teaching expertise demonstrated by staff, the consistent use of engagement norms to create safe, inclusive and supportive learning environments, and the implementation of evidence based whole school programs. A strong focus on early intervention, targeted support and student wellbeing also ensures that students are provided with the best opportunity to succeed.

The school's Strategic Plan and Operational Plans provide clear direction for improvement and include measurable targets that guide teaching, learning and school operations. These plans support ongoing reflection and ensure that the school remains focused on continuous improvement, high expectations and positive outcomes for all students.

Across the school, staff use a blend of direct instruction and intentional play-based activities to facilitate learning.

Each morning, a literacy Block is timetabled throughout the school. Years 1 to 6 are streamed for the first 20 minutes for spelling before returning to their home classroom.

LIBRARY BOOKS

Library is open every morning, lunch and during FLIARS time where students are welcome to borrow books for enjoyment and as part of the AR program.

ACCELERATE READING (AR) / STAR

At Herne Hill Primary School, we are committed to developing a strong love of reading and helping students build confidence, fluency and comprehension skills. One of the ways we support this is through our Accelerated Reader (AR) program, which is used from approximately Year 2 (when students are ready) through to Year 6.

AR is a motivating reading program that encourages students to read regularly and independently. Students choose books at an appropriate level, either physical books from our library or selected online texts, and then complete short quizzes to demonstrate their understanding of what they have read.

The program provides students with immediate feedback and helps staff monitor reading progress, comprehension and engagement. Importantly, it also helps students experience success and build positive reading habits.

To celebrate achievement and encourage a love of reading, students are recognised for milestones such as the number of quizzes passed and the number of words read. Certificates and Book Club vouchers are awarded throughout the year and presented either in class or at assemblies.

The AR program has been a positive way to reinforce reading both at school and at home, while helping students develop the skills and confidence needed to become successful lifelong readers.



BEHAVIOUR EDUCATION POLICY

Our Classroom Management philosophy promotes a positive environment that will maximise student potential. The guiding principles of our philosophy are:

- 🍇 Every child has the right to learn without disruption from others.
- 🍇 Every teacher has the right to teach without the disruption from students.
- 🍇 Students should be taught to accept responsibility for their own behaviour.
- 🍇 Teachers work to establish a positive classroom and school environment.
- 🍇 All people within the school environment should be courteous to each other and have respect for one another.
- 🍇 All people within the school environment should take on the responsibility to establish and maintain a pleasant school environment.
- 🍇 A consistent whole school approach to behaviour management exists throughout the school.
- 🍇 Records are kept of children's misbehaviour.

At Herne Hill Primary School we have high expectations of our students but like to work with families when there is a concern.

SCHOOL ASSEMBLIES

Every class in the school presents one assembly per year. The dates of Assemblies are published on the Term Calendars at the beginning of the year and you will also receive a reminder on ClassDojo. Children are presented with Certificates of Merit at the assembly. If your child is to receive an award you will receive notification a few days before the assembly inviting you to attend. They normally take place on a Thursday morning at 9am.

EXCURSIONS AND INCURSIONS

From time to time the school offers a program of excursions and visits of educational interest. These are an important part of a student's education and it is hoped that all those who are invited will be able to participate. A letter is sent out in advance providing details of the event and costs. As a general rule forms and money will normally be due about a week in advance, details and permission forms are normally processed through the QKR! App.

Each year the school produces a 'Contributions and Charges' document that lists the maximum amount of cost that you will be expected to pay for activities throughout the year.

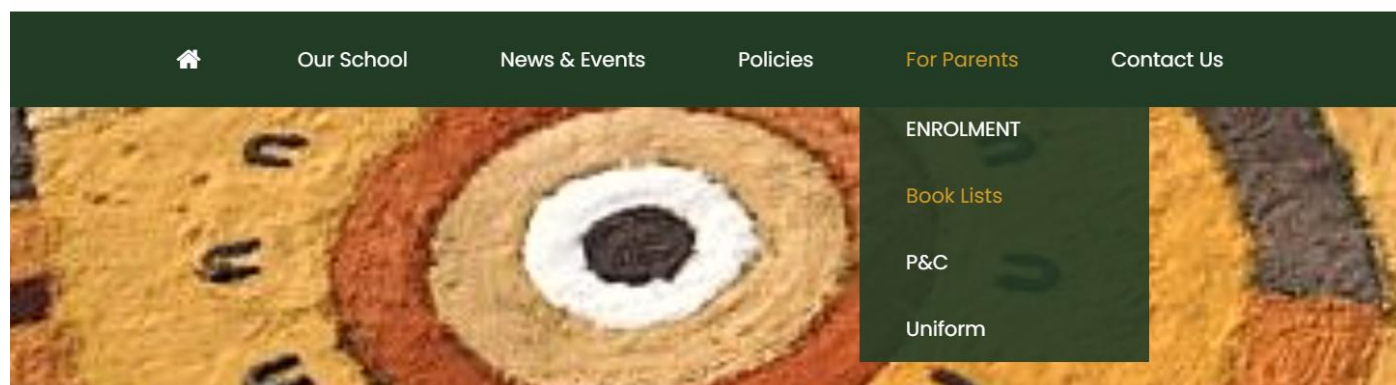
INTERM SWIMMING

Once a year Pre-primary to Year 6 students have the opportunity for a fortnight's swimming lessons. The cost for the lessons covers entry to the pool and transportation for the two weeks. Dates of swimming change annually, these are published on the term calendars at the beginning of the school year on the school website.



PERSONAL ITEMS (BOOK) LIST

Every student needs a few items of stationery that they use throughout the year. The school always tries to keep these to a minimum. The lists can be found on our website.



Whilst some items can be purchased from any stationery supplier, some text books and books with specific line widths are best purchased through Campion, our supplier.

Spelling Mastery and Math Trek books are purchased through the school rather than from Campion

MONEY AT SCHOOL

Most school charges can be made via EFTPOS at the Office, through QKR! or by direct payment.

Account Name:	Herne Hill Primary School
BSB Number:	BSB 066 115
A/C NO.	0090 8649 (Commonwealth Bank)

SCHOOL VOLUNTARY CONTRIBUTION

The School Education Act 1999 allows schools to request a voluntary contribution (With a maximum amount of \$60.00) per student from parents and carers. The school board has endorsed the voluntary contributions being set at \$60.00 per student. Your \$60.00 school voluntary contribution is used to assist with the cost of resources including consumable items.

The voluntary contributions are used to support all learning areas to purchase shared items such as paint, science material, technology and enterprise consumables, maths activities and reading resources for English. Without these voluntary contributions we are restricted in the breadth and depth of the curriculum programs we can offer in our school. Contributions can be paid through the Personal (Book) Items lists or directly via the Office.



SCHOOL UNIFORM

The School Board of HHPS has established a dress code for all students attending the school. The School Board believes a school dress code:

- Fosters and enhances the public image of the school,
- Assists in building school and team spirit,
- Ensures students are safely dressed for specific school activities, and
- Encourages equity among students.

DRESS CODE REQUIREMENTS

Student at HHPS wear a school uniform approved by the School Board. This shirt and associated jumpers are all available from the school office. **The Uniform shop is open only on Friday mornings.** You may wish to download the form and email it to the school office in advance.

The dress requirements for Herne Hill Primary School are outlined as follows:

- School logo polo shirts (new logo only from 2026)*
- Year 6 Graduation shirts*
- Plain Black shorts (Shorts need to be visible, bike shorts are not appropriate unless under school skirt/dress)
- Plain Black track pants (not leggings)
- Plain black skorts (girls mid-length)
- School green zip jacket*
- School green rugby style jumper*
- Black tights (not stockings)
- Faction T-shirts (see below)*. New Faction Shirt only.
- Reversible Faction bucket hat with school logo*
- Beanie with school logo*

* These items are available through the administration office.

** Clothing is not to include labelled brands such as Nike, Adidas etc.

Undershirt: BLACK long sleeve undershirt to be worn underneath the school polo.

Faction T-shirts can only be worn every Friday and on selected days.

Dresses are not to be worn on Sport and/or Physical Education days as they restrict movement.

Hair – for health and safety reasons hair must be tied up for female and male students who can tie their hair up. If it can be tied up, it should be.

Jewellery - As a safety requirement, jewellery needs to be simple. For example, small stud or sleeper earrings. No bangles, necklaces or rings to be worn. Medical bracelets are allowed.

Footwear - Enclosed footwear must be worn at all times (no boots or sandals). Visible socks need to be plain white, black or grey. Sneakers must be worn on Phys Ed and Sport days. Scarves and gloves - These can be worn to and from school and at recess and lunchtimes. During class, these clothing items are to be kept in the child's bag.

Hair accessories – simple hair accessories in school colours only (bottle green, gold and black).

Make-up & Nail Polish – Students are not permitted to wear make-up and nail polish to school. Please come and speak with someone in the administration office if you are in a situation where you are not able to afford to pay for school uniform.



FACTIONS

Students are divided into one of three factions – Red, Blue and Green. On carnival days students can wear t-shirts that represent the colour of their faction. Students are assigned ships when they enrol and will remain in the same faction during their time at Herne Hill Primary Primary and families are assigned to the same one.



Karda – Goanna

Waalitj – Wedgetail Eagle

Yonga - Kangaroo

STUDENT ROLES

The school looks to build opportunities to develop leadership skills. A range of positions exist, these include School and Faction Captains, and Pp to Year 6 Student Councillors





COMMUNICATION BETWEEN HOME AND SCHOOL

COMMUNICATION WITH TEACHER

ClassDojo is our main home/school communication tool. It is a free download and your child's teacher will give you an invite to link to their cabin.

The app allows you to message the teacher, or member of the leadership team, directly.

As a school we endeavour to respond to your query within two working days. For urgent messages please contact the school office as teachers don't always have the opportunity to check their messages during the school day.

If you wish to meet with the Principal or Deputy Principal, please contact the Office to make an appointment but we encourage you to make contact with your child's teacher in the first instance.

CLASSDOJO

ClassDojo is used as the most frequent communication tool between the School and home. Once you have joined the school, your child's teacher will send you an invite to join their class.

ClassDojo contains information about what is happening in the class and events and information about the school.

COMPASS

All public schools are in the process of using Compass as the main whole-school communication tool. When you enrol with us you will be given a username and password for the app. The amount of school processes that can be completed will increase over time but, currently, you can easily report student absences via the app.

RESOLVING ISSUES AND CONCERNS

At Herne Hill Primary School, we value strong partnerships between home and school and believe that open, respectful communication is important in helping every child succeed. We understand that parents and teachers both want the very best for children and, from time to time, questions or concerns may arise.

Our aim is to work together in a positive and supportive way to address concerns early, so that issues can be resolved quickly and respectfully. By maintaining clear communication and a collaborative approach, we can continue to support each child's learning, wellbeing and development in the best possible way.

If you have a concern, please meet with your child's teacher in the first instance.

MOBILE PHONES

Mobile phones and other electronic devices such as iPods, toys, games, watches with sims cards, etc should not be brought to school. If they are used as part of a reward then a process is put in place to keep them secure during the day. If you require your child to bring their phone to school, it must be handed in at the office before the start of the day.

The school takes no responsibility for student mobile phones brought to school.

PARENTING PLANS, FAMILY COURT ORDERS AND OTHER ORDERS

Please let us know if there are any legal restrictions in place for your child. All details are treated in the strictest confidence.



INFORMATION COMMUNICATION TECHNOLOGY USE AT SCHOOL

The school has access to excellent ICT resources with quality networked computers, interactive smartboards and iPad to assist students and staff with their learning. All computers and devices within the school have internet access.

The parents and students at HHPS are advised that the Department of Education has a mandatory 'Students' Online' policy which governs all computer usage on our school premises.

This means that through the Department, HHPS will make every reasonable effort to provide safe and secure online learning experiences for students when using the Department's services. Parents and students are required to complete an Acceptable User Policy form when enrolling and at other times throughout their school career.

BICYCLES, SCOOTERS AND SKATEBOARDS

Bicycle racks are provided for the children's bikes. The bike rack area is not locked during school time and students are responsible for providing their own locks. Children must wear helmets and bikes must be in good order. In accordance with child safety and police advice, children riding to school should not be under the age of 10. Children are prohibited from riding bicycles in the school grounds. Scooters and skateboards should be kept in this area too, not in blocks. E-Bikes and eScooters are not allowed on any School site for students under the age of 16.

AFTER SCHOOL CARE

Some students attend after-school care. The students are collected from the School Office at the end of the day.



QKR! PAYMENTS

We use the QKR! App as our main way to pay for excursions.

Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

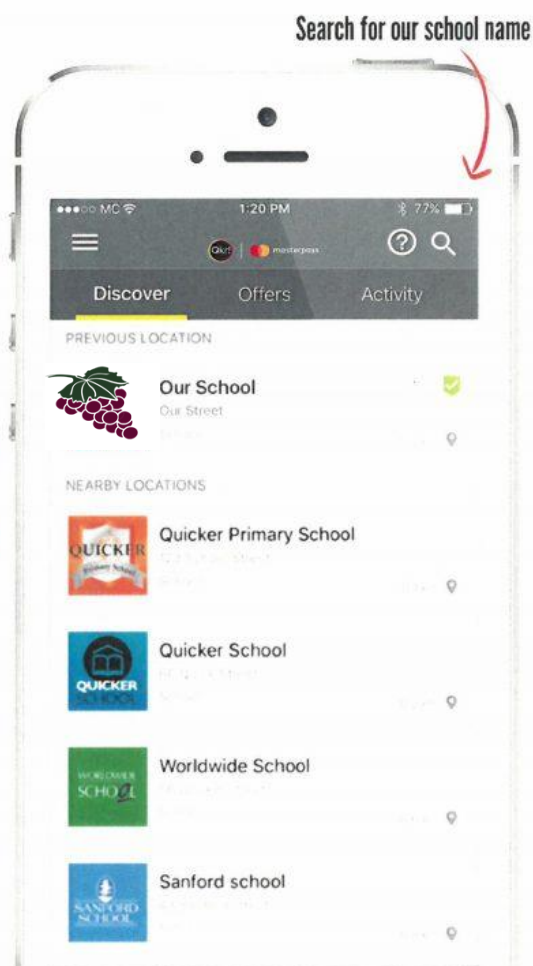
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





Add your children's details in Student Profiles



Purchase school items



Making payments





LUNCH BOX HUB

Lunch orders are available for students every Thursday; food is delivered to the school. Orders must be **placed by Wednesday** for a Thursday delivery. Details on how to create an account and order are below:

<https://school-lunch.lunchboxhub.com.au/users/register>



NEW USERS SETTING UP AN ACCOUNT

HOW DO I SET UP AN ACCOUNT?

Use the registration link
[Lunchboxhub.com.au](https://school-lunch.lunchboxhub.com.au)

1. Fill in the Registration Form:

- Email: Enter a valid email address.
- Password: Create a secure password.
- First Name and Last Name: Enter YOUR first and last names.
- Phone Number: Provide your contact number in the specified format (e.g., 04XX XXX XXX).
- Address (Optional): If desired, provide your address.
- School Selection: select the relevant school from the drop down. You can add additional schools later if required.



LUNCHBOX HUB ADDING A NEW STUDENT

HOW DO I ADD A NEW STUDENT?

1. Navigate to Students:

- Go to the Students section from the Account menu in Your Account.
- Click Add New to open the new Student form.

2. Fill in Student Details:

- First Name and Last Name: Enter the student's name.
- Location: Select child's classroom.
- Status: Choose the status (Active/Inactive) for the student.

3. Submit the Form:

- After filling out the form, click Submit.
- The student will be added to your student list for selected school.



ATTENDANCE

EVERYDAY MATTERS

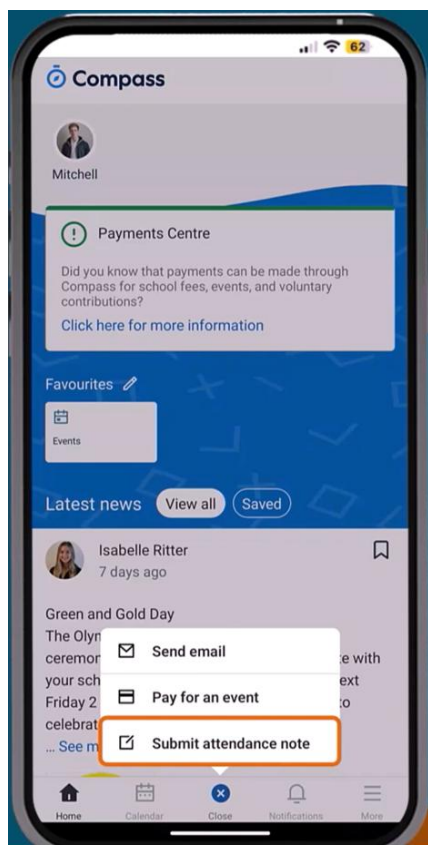
In order to access the full curriculum, and give your child the best chance of success, the school aims to support and encourage children to set an attendance goal that is as close to 100% as possible.

The below chart gives a breakdown of how the amount of time missed in a year, and if maintained across their schooling can impacts on the future education of your child.

Period of Absence (PP – Y10)	Rate of Attendance	Equivalent amount of School Missed if the Percentage Rate is Maintained between PP-Y10
0 – 2.5 days missed per term	95% - 100%	0 -6 months
Average of 5 days missed per term	90% - 95%	1 Year
1 day missed per week	80% - 89%	2 Years
1.5 days missed per week	70% - 79%	3 Years
2 days missed per week	60% - 69%	4 Years
2.5 days missed per week	50% - 59%	5 Years
3 days missed per week	40% - 49%	6 Years

REPORTING ABSENCE VIA COMPASS

The best way to report your child's absence is via the Compass app. Please can you provide a reason, other than just that they are away. As a part of our school processes, if absences are still unexplained, you will receive letters from us requiring absence explanation.





HOLIDAYS

Developing the habit of going to school every day is vitally important so your child does not miss out on important ideas and skills they need for future learning. This is why we strongly encourage you not to go on family holidays during school time.

At school, many concepts (such as literacy and numeracy) are taught in a sequence. Missing school means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.

Going to school every day helps children learn the important life skill of ‘showing up’ – at school, at work, to sport and other commitments.

Research from the Western Australian Telethon Kids Institute shows that every day at school counts towards a student’s learning. Students who attend more, generally do better at school and in life.

The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.

What can you do?

We strongly encourage you to organise holidays during school holiday periods to make sure your child doesn’t miss out on school.

We do understand that sometimes it is unavoidable. If you plan to take your child out of school for a holiday during term time school work for this time will not be provided but we would strongly promote keeping a journal, either in paper or digitally, setting up a blog that can be linked back to the class, plenty of reading books and practice of basic number facts, addition, subtraction, multiplication, etc and practice with currency.

The Department of Education Attendance Policy means that the holiday will show as unauthorised on your child’s records.





STUDENTS AT EDUCATIONAL RISK

Students whose academic, social and/or emotional attributes are a barrier to engagement with the content and standards defined in the Western Australian Curriculum are defined as being 'at risk'. At HHPS we also consider the progress that they are making or whether their attendance or punctuality is a barrier. The School's SAER processes are managed by the Executive Team, the Learning Support Coordinator, our School Psychologist and our Chaplain. Many of the initial concerns are raised by the teaching staff but please contact the school if you have concerns yourself.

Some students may be able to access additional support as a result of their particular learning need; other adjustments will occur in the classroom. Many students will have a documented plan which is focused on personalising the learning for their specific needs.

SCHOOL PSYCHOLOGIST

The school has access to a school psychologist, Shannon Theodore, who can provide support in three main ways:

Behaviour

- Working with students, parents and the school to identify and change target behaviour at the individual or group level. **Does she do this?**

Learning

- Conduct assessments of students experiencing learning difficulties and/or disabilities at school.
- Support the School in making appropriate curriculum adjustments for students in order to enhance their learning outcomes.

If your child has a learning need, or you have a concern, please make an appointment to meet with your child's teacher, in the first instance.

CHAPLAIN

The school has the services of a chaplain, Stella Jones, who plays an important role within the school community, assisting us with our social and emotional needs.

Recommendations or requests for support from the school psychologist or chaplain should be made through the class teacher initially who will raise a request through the Executive Team, or Miss Millar our Learning Support Coordinator (LSC).

Mental Health and Wellbeing

- Provide direct support for students experiencing mental health and wellbeing difficulties.
- Assist the School and children to maximize the development of positive mental health and wellbeing.



STUDENT HEALTH

The school has a nurse who visits the school on a regular basis. The main role of the nurse is health promotion and monitoring the health status of children. Teachers and parents have access to the nurse through a referral process.

If you wish your child to be seen by the community nurse at school you must complete the health record card, sign your consent to examination and return the card to school. On completion of primary school this record will be returned to you.

With parent consent a school-based community nurse will carry out a full health appraisal for all four-year-olds, sometime during the course of each year. This will include:

-  vision screening
-  hearing screening
-  assessment of co-ordination, posture and gait
-  examination of skin and mouth
-  measure of height and weight.

If any concerns are identified during the course of the appraisal, parents will be notified. Appropriate action is then jointly decided and acted upon through arranging a visit to the family doctor, community and child health medical officer, child development team or other appropriate agency.

Parents are encouraged to contact the community nurse at any time during school year to discuss any concerns regarding their child's health.

IMMUNISATION

The close contact between children at school puts them at risk of contacting contagious diseases. On enrolment to the school parents will be asked to show their child's immunisation record because immunisation provides the best possible protection available against childhood diseases. Kindergarten can not be started without the required immunisations.

SICKNESS

The school does not have adequate facilities for children who take ill during the day. The school must have current information so that parents can be contacted quickly and efficiently. Children who are just feeling 'under the weather' will be sent back to class until you are able to collect them.

HEAD LICE (NITS)

From time to time every school has a problem with Head Lice. The policy of the school is that a child with head lice will be excluded from school until treatment has commenced. Family contacts will not be excluded, though it would be advisable for all to have the treatment as they will probably be infected.

Head lice can only be caught by head to head contact. Head lice do not jump, fly or swim. Any lice found on chairs, clothing or bedding are usually injured or dying and would be incapable of climbing onto another host. Any hair longer than shoulder length must be tied up.

COMMUNICABLE DISEASES

Sometimes it is better for sick children to be kept at home. This document outlines when this is appropriate and is the basis of decisions made by DoEWA schools.



MEDICAL EMERGENCY

AMBULANCE

Whilst we have several first aid trained staff, our training is limited. In the event of a serious accident where parents cannot be contacted, an ambulance will be called at parent's expense.

MEDICAL / HEALTH CONDITIONS

Please ensure that these are listed on the Admission Card, and that this information is kept up to date. Some conditions such as asthma, diabetes, epilepsy or allergies require a detailed health management plan which will be developed in consultation with parents and your doctor. We require information on developmental concerns, communication skills, gross or fine motor deficiencies or lack of socially acceptable behaviour. This may assist us in accessing resources to assist your child.

MEDICINES

If your son or daughter requires a medicine during the day, even over a short period of time, it should be given to the Office. There is a small amount of paperwork that we need to complete so that we can make sure the correct doses are given. All medications that are being kept at school or administered during school hours must be taken to the Office on the first day of occurrence. Medicines and tablets shouldn't be kept by the student. If you have any questions, please pop into the Office.

EMERGENCY CONTACT NUMBER

Parents are requested to make sure that the emergency address, phone numbers and email addressed registered on their child's enrolment forms are up to date. This helps avoid unnecessary delays in contacting parents.

FOOD ALLERGIES

We have several students who have severe food allergies. This is a growing issue for many schools, as the incidence of food allergies in the general community has increased significantly over the last few years. It is important for us to have a shared sense of duty of care.

As a school, we can minimize the risk by ensuring that:

-  Students do not share food, utensils or food containers
-  Students with allergies only eat food that is prepared at their own home
-  All food and drinks containers are clearly labelled with student's names to avoid confusion of ownership.
-  We don't allow cakes and treats for birthdays as it sometimes becomes a source of risk for students, and discomfort or embarrassment for families who can't afford it.

CRUNCH & SIP

We are a Crunch & Sip School and students have a specific time in the morning when they are encouraged to have a healthy snack and water. This time takes place throughout the morning.

THE STORY OF OUR ART WORK

Our school art work was designed by our very talented Paula Southwick, our Aboriginal and Islander Education Officer (AIEO) and Larrakia Woman. We are very proud of how it connects us to the land and our community.



Gathering as a school community and family

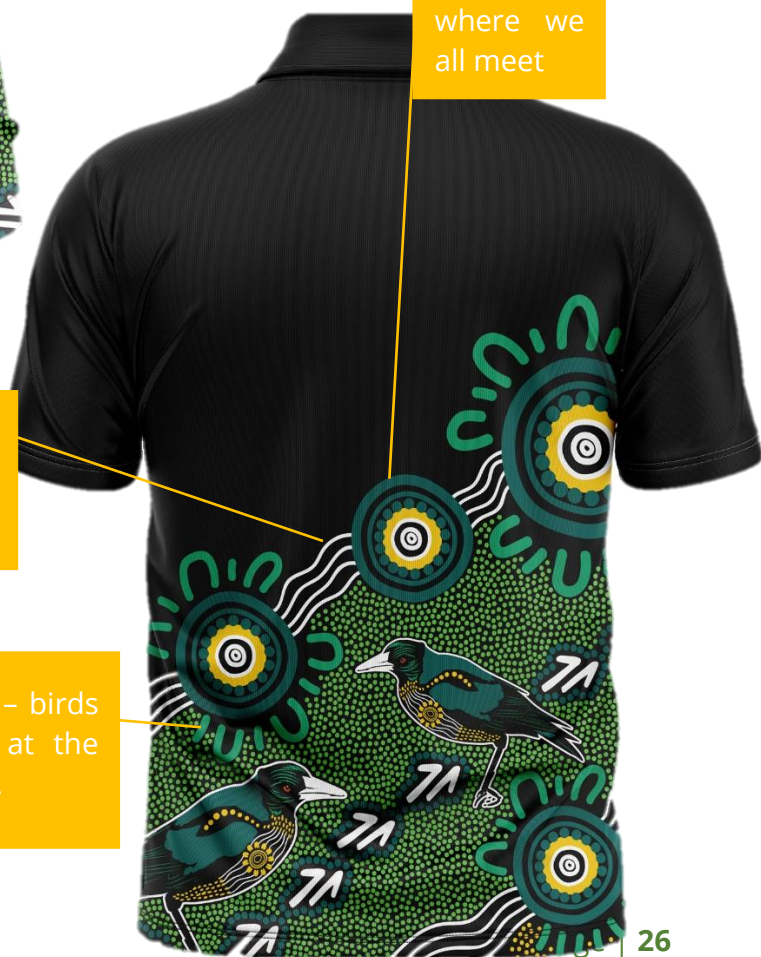
Dugite – the snake that is found at the school.

Kangaroo – seen in Herne Hill area

Water – Swan River that runs through Herne Hill.

Crows – birds found at the school.

Meeting Place – the school where we all meet





SCHOOL BOARD

As an Independent Public School, Herne Hill Primary School is required to have an effective School Board that includes community, business & industry representation. The past School Council model has been reformed as the Herne Hill Primary School Board with established protocols, procedures and Terms of Reference, in accordance with the Education Act 1999. Elections for Board members are called annually, as positions become vacant. These have been staggered to ensure continuity, so only half will be up for election each year. The Board Chair is elected by the School Board for a term of two years.

As Chief Executive Officer, the Principal is directly responsible to the board for the educational leadership, development, operation and management of the school. The Role of the School Board is to enhance and provide support, direction and community input into school development, policy and the Delivery and Performance Agreement. The Principal reports to, seeks advice and gains ratification from the School Board on strategic matters regularly (at least once per term). Each year, the Principal will provide a whole school report to the School Board on progress against the Herne Hill Primary School's Strategic and Business Plans, along with proposed action plans to address identified needs and review changes to the Plan.

ABOUT THE SCHOOL BOARD

The Board has been formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

There are clearly defined roles for the School Board but they are not responsible for operational matters of the day to day running of the school. If you are interested in finding out more about the Board please contact the Office.

WHAT CAN YOU BRING TO THE BOARD?

Parent members - bring their experience as parents at the school and the views and context of the wider school community to School Board meetings;

Community members - bring wider perspectives, particular skills and expertise to the School Board. They may have business, IT, accounting, building, or other skills that the school is looking for at that time; and

School Staff - bring their educational expertise and years of experience to School Board meetings.

STRUCTURE OF THE BOARD

The composition of the School Board reflects the diversity of the school community, strategic planning and development goals. Elected and co-opted members will need to have the skills and experience required to provide sound governance and informed decision making in meeting the requirements of the Delivery and Performance Agreement.



HERNE HILL PARENTS AND CITIZENS ASSOCIATION

The P&C is made up of members of the community with an interest in our school. Generally the members are parents of children who attend the school.

The objectives of the P&C are to:

-  promote the interest and values of the school within the children and community.
-  endeavour to bring about cooperation between the parents or guardians of the children attending the school, other citizens, teachers and children and to foster community interest in educational matters.

One of the main ways that the P&C attains its objectives is through major fundraising activities, such as lunches, quiz nights and other social/fundraising activities.

The P&C contributes a substantial amount of money each year. Funds are used to upgrade the facilities and improve the learning environment of the school. Their money has been used to help with security, air conditioning, computing, reading material, chartroom requirements and the school grounds.

Currently, the annual subscription to join the P&C is \$1.00. Only financial members are permitted to vote.

WHO ARE OUR P&C EXECUTIVE?

Jarnais Carr	Sarah Davey	Eisha-Marie Rex	Piret Aasjarv
Joint-President	Joint-President	Secretary	Treasurer

Email - Hernehillpspandc@gmail.com

Facebook - [Herne Hill Primary School Parents Info Page](#)

P&C Meetings are held on the Monday of weeks 4 & 8, at 6:30 in the Staff Room.

VOLUNTARY P&C CONTRIBUTION

We know that other commitments mean that we do not always have the time to support the P&C on a regular basis and the P&C voluntary contribution is a way that some of you may choose to help.

Over the past few years, through your voluntary contributions and P&C fundraising the school has been able to purchase many extra items to support our learning environment. The Voluntary Contribution can be paid through the **Personal Items List (Booklist)** or directly at the Office, it is per family, not per child.