



# Parent Information Handbook



**Phoenix**  
Primary School  
An Independent Public School

28 Phoenix Road Hamilton Hill WA 6163  
P (08) 9418 3955  
E [phoenix.ps@education.wa.edu.au](mailto:phoenix.ps@education.wa.edu.au)  
W <http://phoenixps.wa.edu.au>



**Phoenix**  
Primary School  
*An Independent Public School*





WELCOME

Welcome to Phoenix Primary School. The future of all children at Phoenix Primary school is important to us. We are constantly working to ensure all children feel safe and happy and achieve their potential. With parents and the community, we are guiding our children to achieve their personal goals and prepare them for the 21st Century. We regard our students as an investment in the future of public school education.

Our school places great emphasis on its people, who are central to the quality of the teaching and learning provided. The staff at Phoenix Primary School promote excellence which is reflected in their evidence based progressive curriculum, their planning and their teaching practices. They support and nurture in the students the self-confidence to pursue their talents and interests. Our high expectations assist us to focus on the student as an individual. We proudly acknowledge and build on established educational traditions of the school.

As language skills are extremely important in learning to read and write, we focus on the oral language skills of the whole school and particularly in the early childhood area, by engaging our children in small group based learning. Consistent approaches for whole school improvement in literacy and numeracy have been a focus for our school.

Our school based programs support the development of each child in all learning areas. The school’s Technology Centre and science facilities provide our students with opportunities to research, experiment and develop their skills, exploring different ways of thinking. The creative arts program offers our students access to a range of music and instrumental programs. Our Italian teacher engages our children in the delights of Italy and its language. Our school’s sporting history is notable with representation across all codes of sport and high levels of success in individual as well as team sports.

We continually strive to enhance the quality of our communication with families. We see educating students for the future as a combined approach with the parents, community and school, working as a team. Phoenix works collaboratively with our local universities and TAFEs in providing a progressive school environment for the training of teachers and education assistants.

We look forward to you joining our Phoenix community and helping us provide the best education for all children. We are proud to wear the uniform bearing the name of Phoenix Primary School.

**Margaret Pretty**  
**PRINCIPAL**



PARKING

Parents are requested to park in the designated bays around the perimeter of the school grounds. **The staff car park off Phoenix Road is not to be used by parents and is out of bounds to all students for safety reasons.**

PARENTS/CARERS

The Phoenix Primary School Code of Conduct for Parents/Carers can be found on our website.

PERSONAL ITEM LISTS (PREVIOUSLY KNOWN AS BOOKLISTS)

Student stationery needs are established at the end of each school year for the next year. A local stationery supplier fulfils these requirements, should you wish to use them. A list, with prices, will be sent home with students at the end of the year, for parents to order from. Ordered items are available for collection, with payment, from the school during the last week of the summer holidays.

PETS ON SCHOOL GROUNDS

Pets are not permitted on the school grounds. Many of our children are afraid of animals such as dogs, so as a safety precaution for our children, please leave your pet outside the school fence.

PHOTO PERMISSION

Permission is required from parents to publish photos of students on the Internet or in published articles. A Media Consent form should be signed at the time of enrolment. However, individual consent may be sought where photos are to be published in the wider community. Photos and videos of students displayed on any social media by parents/carers require the permission of the parents of the children in the photo/video.

REPORTS

A formal, written report will be provided at the end of each semester. Samples of students’ work can be viewed with the teacher.

SCHOOL BOARD

The School Board meets at least four times a year with the P & C President as an ex-officio member. Parents, staff and community representatives are elected early in the year for a maximum of a three year period. Staff representatives elected represent all staff in the school.

SWIMMING LESSONS

Swimming lessons for Pre-Primary to Year 2 and Years 3 to 6 are held throughout the year. Please see the website for further information – <http://phoenixps.wa.edu.au>.

TELEPHONE

Some important numbers:

Department of Education	9264 4111
South Metropolitan Education Region	9336 9563
Education Security	1800 177 777
Cockburn Police	9418 2409
Cockburn Security	1300 653 643
Phoenix Primary School	9418 3955
Phoenix PS Fax	9418 1484
Phoenix Early Childhood Centre	9418 3153
Hamilton Senior High School	9337 3388
South Fremantle Senior High School	9337 0500



***The staff at Phoenix Primary School hope you have found this booklet informative. If you have any further questions please do not hesitate to ask your child’s teacher or the administrative staff.***



**Measles**

Exclusion: Exclude until well and for at least four days after the onset of the rash. Children who are not immunised should be excluded for fourteen days after last case.

**Mumps**

Exclusion: Exclude until well and for at least nine days after onset of symptoms.

**Rubella**

Exclusion: Exclude until at least four days after onset of rash.

**Scabies**

Exclusion: Exclude until the day after treatment has commenced.

**Whooping Cough**

Exclusion: Exclude for fourteen days from the onset of cough or for five days after starting antibiotic treatment.

**INTERNET USE**

Only children with their Internet License signed by their parents can access the Internet through the school system. Each teacher in their own classroom has an Internet Licence permission list on file. Use of inappropriate sites by students will result in suspension.

**INTERSCHOOL SPORT**

Our school has involvement with inter-school sports. There is a lightning carnival for netball and soccer at the end of Term Two. There is an inter-school cross-country event held in Term Three at Manning Park and the inter-school athletics carnival is held in Term Four.

**LATE ARRIVALS**

Students arriving at school after the siren at 8.45 am are required to sign in as late at the office.

**LEAVING SCHOOL GROUNDS**

Students must obtain permission from the school office to leave the school grounds during the day. Parents must inform office staff that they are taking their child off site during school hours and complete necessary documents.

**LIBRARY**

The school has a well-resourced computerised Library/Resource Centre staffed, part time, by a Library Officer. All classes have rostered library periods as well as separate book changing opportunities. Before school and after school book changing is available on Tuesdays and Thursdays.

**LOST PROPERTY**

This is held in the classrooms. Please put your child’s name clearly on all their clothing.

**LUNCHES**

Children eat their lunches under teachers’ supervision in the classrooms or outside, weather permitting, at the beginning of both break times. Children are able to order Subway on Thursdays. The school canteen opening times will be published on the school website with menu attached, and in the school newsletter.

**MOBILE PHONES, IPODS AND IPADS**

Mobile phones, iPods and iPads need to be handed in at the school office each morning and collected after school to ensure safety. No responsibility will be taken by the school for phones, iPods and iPads not kept locked in the office.

**MUSIC**

The School of Instrumental Music offers tuition with children who have the interest and aptitude. This tuition is organised through our schools’ network, and is based at Fremantle College. Transport is by parents.



**PROFILE**

As an Independent School in the South Metropolitan Education Region, Phoenix Primary School constantly focusses on achieving our purpose – ‘Our students will become purposeful, valued members of the global community, realising their full potential’. Our motto is ‘Learn, Grow, Succeed’ and our students are always encouraged to “*try their best and never give up*”. Our children learn in well-resourced classrooms, with areas to engage them in their own learning. We use technology as an integral component of our teaching and learning.

This small school, to the south of Fremantle, features a wide range of culturally diverse families, with more than 20 nationalities represented in our school population. We like to acknowledge, embrace and celebrate our diversity and achievements through occasions such as school assemblies, awards and special days. As a school we maintain contact with past students through our alumni and celebrate their career accomplishments. We are proud of their achievements and feel we have given them a firm foundation for success. Student leadership is promoted through our prefects, house captains and Eco-Warrior groups. Leadership training and opportunities for self-improvement in public speaking are provided through team building days, school assemblies and functions.

A focus on Phonological Awareness in our Kindergarten with the small group game based ‘Cracking the Code’ Program, has resulted in our children progressing to Pre-Primary with essential skills for Reading and Spelling. The evidence based ‘Letters and Sounds’ Program in the early years continues this skill acquisition through to spelling and reading. This is a consistent whole school approach.

Phoenix Primary School continues to focus on literacy and numeracy in our improvement plan from Kindergarten to Year 6. Strategies to improve numeracy include a numeracy block structure, fluency practice and an extension math group. Strategies to improve literacy include a literacy block structure, guided reading and an emphasis on vocabulary development and comprehension. Staff at Phoenix Primary School have a range of expertise and promote the vision and educational needs of the school as they work collaboratively to ensure quality targeted programs for our students. All of our curriculum delivery reflects current Department of Education initiatives and this is supported by an extensive computer network. We engage with our students in all of their learning

The Arts program, developed by our specialist music teacher, is supported by the School of Instrumental Music. Our choir sings at events at and outside the school. Our Chaplain supports our children in developing skills through partnering with staff in the PATHS program. High standards of behaviour are expected and our whole school engagement in the students’ social/emotional development ensures that their welfare and happiness remains a high priority.

Phoenix has well-developed school grounds with shady trees and multiple play areas to cater for the physical needs of all our students. Our Physical Education specialist teacher improves the skills of our students in this green environment. Our students enjoy programs such as EduDance and sports coaching as part of their educational programs. We are proud of the sporting achievements of our students through a committed staff effort.

Our school is strongly supported by parents and our growing community. We work in partnership with our community through the School Board and the P&C Association. Parents are welcomed into the school as authentic partners in their child’s education. With the co-operation between the community and the school, we have been able to create a positive learning environment for all our students.

**VALUES**

At Phoenix Primary School we strongly promote a Values Program which is embedded in our school culture. Students are recognised for exhibiting these values which will prepare them for the future.

**As a community —**

**We show respect:**

- we address each other in a courteous manner, using “please”, “thank you”, “sorry” and “excuse me”
- we listen while others are speaking
- we treat teachers, children and property in a respectful way
- we share
- we avoid put downs

**We are responsible:**

- we try to resolve conflicts in an acceptable way
- we keep our school free of litter
- we use appropriate language

**We are ready:**

- we come to class on time
- we come to class with appropriate equipment
- we come to class ready to learn and always complete work to the best of our ability





Phoenix Primary School recognises that every child is unique and that every child has a special gift. At our school we believe that all children are capable of learning, given the right opportunities and environment. We believe that the early years of a child’s life and schooling are critically important to their future educational success, as **every day at school counts**.

As our students progress through their school we want them to experience a seamless journey of learning; one that builds on opportunities provided at each year level and where teachers collaborate to ensure student progress information is shared. We believe that teachers make the single biggest difference to the learning outcomes of our students and will therefore focus on supporting them to deliver quality learning and teaching opportunities.

Parents have an important role in the education process and this partnership with them ensures that the parents, students and school staff work closely together.

Financial and physical resources are allocated to our focus areas as a part of our future planning. Students having a safe, inclusive, supportive and nurturing environment is paramount to student success. At Phoenix Primary School we work hard to ensure that every child, every day, feels safe and valued.

BUSINESS PLAN

The Phoenix Primary School Business Plan sets the strategic direction for Phoenix Primary School for future improvement. Our plan is closely aligned to the Department of Education’s Strategic Plan and the Classroom First Strategy.

Our staff and community work together for the success of this plan. We are committed to ensuring these plans are enacted and that individuals are accountable for fulfilling their roles. By focusing on the priorities and aspirations in this plan, we will make a real difference to the students who attend Phoenix Primary School academically, physically, socially and emotionally. The current Business Plan is available on the school website.

“Teachers make the single biggest difference to student learning.”



EDUCATION ASSISTANTS

The school employs a number of Education Assistants who work throughout the school in the classrooms. Some Special Needs Assistants work with children within classrooms.

EXCURSIONS

Due to changes in the Department of Education’s Excursion Policy the following forms need to be completed by parents before your child can go on an excursion:

- **Information Form for Parent/Guardian**
  - **Parent/Guardian Consent Form**
  - **Student Health Form**
  - **Confidential Declaration** – for parents accompanying students on an excursion.
- Forms can be viewed on the website.

Excursions can be paid for in advance by organizing a payment plan with the school office.

FAMILY COURT ORDERS

Copies of all current relevant Family Court Orders and Custody papers must be supplied to the school and updated when necessary for the protection of all parties.

GROUNDS

Authorised people only should be on school grounds during the daytime.

The Department of Education Security Team patrols the school buildings after hours.

HATS

Phoenix has a “No Hat No Play” Policy. Wearing of hats is to be enforced for outside activities in terms one and four. Visors are not considered appropriate headwear.

HOUSES

Our three houses are Manning (green), Davilak (red) and Hamilton (gold).

House cards are given to students on receiving a merit certificate and to promote positive behaviour. The House Athletics Carnival is held during third term with the interschool teams chosen from successful students in their events. See the website for dates and uniform requirements.

HOMEWORK

The school homework policy is on the website. Classroom homework requirements will be explained to parents at the parent/teacher meeting at the beginning of the year. Homework can be an integral part of the learning programme of the classrooms.

INFECTIOUS DISEASES

Please inform the school immediately one of the diseases mentioned below are diagnosed.

Chickenpox

Exclusion: Exclude until well and for at least five days after the rash appears and until vesicles have formed crusts.

Conjunctivitis

Exclusion: Exclude until discharge from eyes has eased or until three days after beginning antibiotic treatment.

Head Lice

Exclude until the day after treatment has commenced.

School Sores

Exclusion: Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.



CHOIR

The school choir consists of students chosen from Years 4-6. Performances are held throughout the year at a variety of venues.

COMMUNICATION

Teacher/Parent:

As we work as partners in educating your child, we feel it is important that there are close communication links between teachers and parents. Communication can be through:

- 1. Parent/Teacher meetings to be held in the first three weeks of first term to discuss expectations, homework policy, times available for interviews and curriculum delivery.
- 2. School newsletter alternative Friday to assembly weeks (the odd weeks). These can be found on the website, on your phone or in a printed copy.
- 3. Interviews – please make an appointment in advance with your child’s teacher.
- 4. Reports – there will be two reports each year.
- 5. Open Classrooms – there will be an open classroom event in term three.
- 6. Website – for all the news, events, photos and information.
- 7. CONNECT
- 8. Message You – for attendance

ADDRESSING PARENTAL CONCERNS

A strong partnership between parents and the school is fundamental to the academic progress, health and well being of your child. When you have concerns about your child’s progress or behaviour, or if you have an issue about the school, please be assured that your concerns will be heard and responded to.

- 1. Please discuss your concerns with the class teacher or relevant staff member by making an appointment. It is difficult for a class teacher to give you their undivided attention whilst managing a class.
- 2. If a resolution cannot be reached please bring your concerns to the attention of the Principal.
- 3. If a resolution still cannot be resolved within the school, you have the option to take your concerns to the South Metropolitan Education Region for the attention of the Regional Co-ordinator, telephone: 9336 9563.
- 4. If you are not satisfied with the outcome of a Regional Resolution, you have the right to send your concerns in writing to either the Director General or the Minister for Education.

CONTRIBUTIONS

School contributions are used for our children in the year they are collected. Your child directly benefits from the school contribution you make.

School contributions are:

- Kindy student: \$ 15.00 per term (\$60.00 for year)
- Pre-Primary Student: \$ 60.00 for year
- Primary Student: \$ 60.00 for year
- Two children in family: \$100.00 for year (Pre-Primary to Year 6)
- Three or more children in family: \$120.00 for year (Pre-Primary to Year 6)

We have a payment system at the school so that you can pay off the contributions. Please see the office staff. You can also pay via EFTPOS or direct debit to the school bank account.

DRESS CODE

Uniforms – The wearing of our school uniform *every day* is expected at Phoenix Primary School. There is a uniform store in the assembly area building. Opening times are Monday 2.00 – 4.00pm and are advertised on the website, with order forms.

Our school leaders are expected to wear school uniforms at all times. Our school uniform is essential on excursions. Teachers are entitled to request that appropriate clothing is worn, especially on sports days. Suitable footwear and sports attire is important. Medic Alert bracelets can be worn. Only sleepers and studs are to be worn in pierced ears for safety reasons. All other jewellery, make-up and nail polish are not to be worn at school. Student dress code can be viewed on the website.



INFORMATION FOR EARLY CHILDHOOD (KINDERGARTEN)

ARRIVALS AND DEPARTURES

Kindergarten lessons start at 8.45am. Punctuality is important as it is very daunting for most children to enter a class after it has started. Similarly, most children don’t like to be the last to leave.

Children must be dropped off and collected by an adult. Primary aged children should not have the responsibility of bringing kindergarten children to school. This is to ensure the safety of your child and to enable staff to communicate with parents directly. If someone, unknown to the staff, is collecting your child, it is extremely important you notify staff about this. If there is any information relating to custody of your child, please inform the staff and provide relevant documentation to the administration staff.

If your child is unsettled or crying, try to reassure them, but when school starts it is best to leave quickly and quietly. Your child usually only takes a few minutes to calm down and settle in after you leave. If this is not the case, you will be contacted. Please keep good-byes short and happy.

PROGRAMME

Your child’s first years at school are very important as they form their attendance patterns, attitudes and the foundations for future learning. The establishment of regular attendance patterns in your child will affect their future achievements. We want it to be a very happy time for you and your child. **Every day counts.**

Our programme is developed to assist each child to reach their potential. The kindergarten years are periods of rapid development and the maturity of children varies greatly. Please try not to compare your child with others – children will be developing at their own rate.

We aim to develop confidence and independence and thus enhance self-esteem in your child. This leads to good communication and respect for others as well as a positive approach to problem solving and school.

Language is very important and your child will be assisted in expressing their feelings and ideas through oral language activities. We also develop gross motor skills (e.g. climbing, hopping, skipping, etc.) and fine motor skills (cutting, drawing, writing, threading, etc) throughout the year.

WHAT TO BRING

PERSONAL ITEMS LIST

Student stationery needs are established at the end of each school year for the following year. A local stationery supplier fulfils these requirements, should you wish to use them. Please speak to the administration staff in the school office for further information.

**WEEKLY REQUIREMENTS** – Each week we ask you to provide five pieces of fruit, vegetable, cheese or dried fruit. These are prepared and shared at ‘fruit time’ each day.

**LUNCHES** – Lunches are required every full school day.

**FOOD** – We encourage children to eat healthy food. Sweets and party type food is discouraged but this approach is only successful when all children/parents cooperate. We need your assistance in this matter.

WHAT TO WEAR

Clothing should be sensible and of course easily washable. Children should be free to play and climb and not be unduly worried about getting their clothes dirty. A spare set of clothing (including underwear) should be left in your child’s bag in case it is needed and a hat brought each day for use whilst playing outdoors. The school has a policy of ‘no hat, no play’. You may choose to leave the hat at the Centre. Please try to make it the child’s responsibility to remember their hat, although for a week or two you may need to help. Independence is very empowering and helps create higher self-esteem.

Shoes should have a non-slip sole (safe for climbing) and be easy for your child to take off and put on unaided. Please write your child’s name on all clothing and on lunchboxes, library bags etc.





WHEN TO ATTEND

A letter will be sent home to parents/carers with details of which days the students attend Kindergarten.

ROSTERS

We rely on parent help to extend and enrich the educational programme for the children. We would like parents to come on roster regularly. While on roster you can help by writing names on the children’s work, helping them with puzzles, games or art and craft activities, helping to tidy and clean up afterwards and preparing materials. *Please encourage them to do as much as they can for themselves.* You will be asked to wash the towels and aprons occasionally. There will be a roster available for you to write your name on at a time that suits you – please speak to the staff about it. We will let you know when we are ready to commence the rosters.

CAR PARK

For the safety of all children, we ask that you do not drive into the staff car park at any time. Experience has demonstrated that this is a very dangerous practice as school children and their younger brothers and sisters are coming and going. Parking is available on the roads surrounding the school grounds and you can enter via the gates on these roads to access both areas.

SICK CHILDREN

*Please keep sick children at home.*

Children will often insist on coming to school but be guided by their behaviour. If your child has loose bowel motions, has been vomiting at night or before school, is tired or looking pale and miserable, they need your care. We cannot provide it. Sick children often pass their illness onto others, are not receptive to learning and rarely have a happy day. Please be firm about this.

On occasions when children become sick during the day, parents will be contacted and required to collect their child immediately.

TOILET TRAINING

Parents are encouraged to fully toilet train their child prior to them commencing Kindergarten. If you are concerned about this aspect of your child’s health and wellbeing please speak to the teacher at your earliest opportunity. Helpful advice to assist you with this training can be obtained from the Community Health Service Nurse (contact details available from the school office). It is understood that accidents can happen occasionally, however the school does not have the facilities to clean a soiled child appropriately. Should this happen parents/guardians will be called to collect their child, so that they can be cleaned up in the privacy of their own home.

During the course of the year you will be kept informed of any changes or issues that arise. Similarly, we would appreciate hearing about your concerns and problems. This will help to keep the programme running smoothly.

*“We believe that the early years of a child’s life and schooling are critically important to their future educational success.”*



WHOLE SCHOOL INFORMATION

ASSEMBLIES

Our assemblies are held on a Wednesday, every second week of term (the even weeks) at 8.45am. Each class hosts two assemblies a year with a class item. During the assembly we will share the school reports, merit awards, virtues awards, P & C news and be addressed by the Principal.

ATTENDANCE

Developing the habit of going to school every day is vitally important so your child does not miss out on important skills and knowledge they need for future learning. If your child is absent from school you will receive a SMS from the school. Please reply with the reason for the absence. To avoid receiving the message you can text the number as soon as you know they won’t be at school on the attendance mobile system: 0438 988 897.

AWARDS

School merit and virtues awards are presented at the fortnightly assembly. Parents are informed in advance wherever possible. Merit and Virtues Award winners are photographed at the assembly for the school newsletter and website.

BEGINNING OF THE SCHOOL DAY

Students are encouraged to arrive at school at 8.30am and go straight to their classrooms. Students are supervised in the undercover area from 8.15-8.30am each morning.

**Students are asked to arrive at school after 8.15am each morning.**

Bell/Siren Times	8.45am	Class teaching begins
	10.45am	Students leave class to eat outside their rooms
	10.55am	Students go out to play
	11.20am	Students go into classrooms for teaching/learning
	1.20pm	Students leave class to eat outside their rooms
	1.30pm	Students go out to play
	1.50pm	Students go into classrooms for teaching/learning
	3.00pm	Students leave classes to go home

BEHAVIOUR MANAGEMENT

Our school Behaviour Management Policy has been developed to cater for the needs of all students at Phoenix Primary School. It relates to classroom and playground behaviour. Your child’s teacher will outline the classroom behaviour policy during the parent/teacher meeting at the beginning of the school year, which directly relates to the school policy. A copy of the school Behaviour Management Policy can be obtained from the website.

CODE OF BEHAVIOUR

- We play in our allocated areas in a friendly manner.
- We consider the safety of others when playing games.
- Our playground equipment is used during our two break times.
- We walk on verandas or in designated areas quietly, showing respect for other classes.
- We keep our school neat and tidy.

BICYCLES

For the safety of all we walk with our bikes, skateboards and scooters on school grounds. Children walk their bikes and scooters to the Bike Enclosure at the front of the school – access is via the adjacent pedestrian gate. All bikes and scooters should be locked and stored towards the middle of the enclosure, which is locked during the day.

BOOKLISTS

Please see Personal Items Lists.