

Harmony  
Primary School  
Independent  
Public School

# Parent Handbook



2022

RESPECT | RESILIENCE | RESPONSIBILITY





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**Harmony Primary School**  
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**Email:** [harmony.ps@education.wa.edu.au](mailto:harmony.ps@education.wa.edu.au)  
**Website:** [www.harmonyps.wa.edu.au](http://www.harmonyps.wa.edu.au)  
**Facebook :** [www.facebook.com/HarmonyPrimarySchool](http://www.facebook.com/HarmonyPrimarySchool)  
**Dental Therapy Centre:** 08 9414 6243

**Principal:** Mr Craig Anderson  
**Deputy Principal:** Mrs Jennifer Robinson  
**Deputy Principal:** Mrs Leanne O'Kane  
**Deputy Principal:** Mrs Monique Pepper  
**Manager Corporate Services:** Mrs Donna King

### **Welcome**

We extend a sincere welcome to everyone. One of our aims is to establish a close relationship with parents and the wider community to support each child in their education.

We invite you to make contact with the teachers and the administration staff to discuss matters regarding your child. Meetings can be arranged by telephoning 08 6174 6600 or emailing [Harmony.PS@education.wa.edu.au](mailto:Harmony.PS@education.wa.edu.au)

### **School Board**

The School Board currently consists of:

**Principal – Craig Anderson (s) Chairperson - Berry Johnston (p)**

**Administration - Donna King (s)**

Jennifer Parker (p)	Brett Treeby (p)	Janelle Pottier (p)
Caren Bell (p)	Rachel Shave (c)	Karolyn Ward (p)
Leanne O'Kane (s)	Michelle Oatey (s)	Samantha Joseph (p)
Monique Pepper (s)	Leah Vagel (p)	

All positions are rotated biannually with half the positions becoming vacant on a 12-month basis. Nominations for positions on the School Board are received in March each year and are followed by an election process, if necessary.

The School Board meets on the Tuesday of Week 3 and 8 each term. Members of the school community are able to attend these meetings, but not participate in the meeting. Anyone wishing to attend is asked to notify the Principal ([Craig.Anderson@education.wa.edu.au](mailto:Craig.Anderson@education.wa.edu.au))  
Staff (s)      Parent (p)      Community Member (c)

### **Parents & Citizens' Association**

The Parents & Citizens' Association (P&C) has a valuable role to play in the development of the school's resources and facilities. All parents are invited to attend the monthly P&C meetings and to take part in activities organised by the group.

There are sub-committees which deal with business relating to book club, uniforms, canteen and fundraising. Your interests, views and participation will be appreciated. Like us on Facebook "Harmony P&C" to stay up to date.

### **Background**

Harmony Primary School opened in February 2004. It is located in the Harvest Lakes Greensmart subdivision and hence has a strong emphasis on Environmental Education in line with the state's sustainability strategy.

The school has been designed with a strong focus on ecologically sustainable design and provides a healthy and productive learning environment and work place.

Features include:

- Minimising water use and the installation of rainwater tanks
- Low energy consumption of building materials incorporated in the construction
- Energy efficient lighting
- Natural ventilation (a computerised Building Management System (BMS) controls this)
- Thermal storage walls



- Insulation and shading

Harmony Primary School is part of a vibrant community and shares an oval with the City of Cockburn.

### **Intake Boundaries and Feeder Schools**

Harmony Primary School is a local intake school. Our intake boundaries and map can be found on the school website [www.harmonyps.wa.edu.au](http://www.harmonyps.wa.edu.au) under the “Forms” tab and then “Enrolment and Booklists”.

Should you move out of the local intake area, your enrolment may come under scrutiny if increased local intake enrolments put the school under pressure to cater for these students.

### **Enrolment**

Enrolment forms are legal documents which are filled in when a child is enrolled. Families living in the school catchment area are entitled to enrol their children at this school. Proof of residence, birth certificate and ACIR immunisation statement (available from <https://my.gov.au> ) - must be sighted at time of enrolment. Please ensure that the school is kept informed of any change of telephone number, address, email address, parent's employment and emergency contact numbers.

Enrolment at a school in the compulsory primary years does not guarantee future enrolment at a specific secondary school including one in the vicinity of the primary school.

### **Term Dates for Students 2022**

**Term 1** - Monday 31<sup>st</sup> January - Friday 8<sup>th</sup> April

**Term 2** - Tuesday 26<sup>th</sup> April – Friday 1<sup>st</sup> July

**Term 3** - Monday 18<sup>th</sup> July – Friday 23<sup>rd</sup> September

**Term 4** - Monday 10<sup>th</sup> October – Thursday 15<sup>th</sup> December

### **Public Holidays**

**Labour Day** Monday 7<sup>th</sup> March 2022

**Good Friday** Friday 15<sup>th</sup> April 2022

**Easter Monday** Monday 18<sup>th</sup> April 2022

**ANZAC Day** Monday 25<sup>th</sup> April 2022

**Western Australia Day** Monday 6<sup>th</sup> June 2022

**Queen's Birthday** Monday 26<sup>th</sup> September 2022

### **Professional Development Days**

Staff attend school on these days, but students do not.

**Note:** Please check the School Calendar on Connect. Staff Professional Development dates will be advertised when they are confirmed.

### **School Hours**

8:30am	Doors Open
8:40am	Start of School
11:00—11:15am	Lunch Eating
11:15—11:40pm	Lunch Play
1:40—2:00pm	Afternoon Recess
3:00pm	End of School

### **Tuesday Only**

8:30am	Doors Open
8:40am	Start of School
11:00—11:10am	Lunch Eating
11:10—11:30am	Lunch Play
1:30—1:45pm	Afternoon Recess
2:30pm	End of School



Students should arrive at school from 8:15am onwards. Students that arrive before 8:30am are supervised on the verandah area outside the library from 8.15am until they are dismissed at 8:30am to attend class. Students should be instructed to wait in this area and not wander around the school site.

### **Late Arrivals**

If students arrive after 8:40am they must go to the Administration Office to obtain a late pass prior to going to class.

### **Absences**

If your child is absent from school, please SMS/message/text your child's absence to: 0439 092 987. Please use the simple format: **Student name/date/reason for absence**.

You can also provide a written explanation (this can be emailed to the class teacher) or phoned/mailed through to the Administration Office.

Parents will receive a text message when a student is absent and no reason has been supplied.

Should a student be absent for 5 or more days consecutively (either for vacation or medical reasons) a written explanation is required.

If a student needs to leave school during the day, they should be collected by a parent or guardian. Please report to the Administration Office for a Leave Pass prior to collecting your child/ren from their classroom.

### **Before and After School Care**

A Before and After School Care Program (including vacation periods) is run by OSH Club on site at Harmony Primary School.

This program is subject to all relevant childcare rebates offered by the Government. Further information is available by calling their Customer Service Team on 1300 395 735 or via their website at [www.oshclub.com.au](http://www.oshclub.com.au)

### **Student Requirements**

In Western Australia, government funds provide most resources used by students. However, personal items of stationery remain the responsibility of parents. Class requirement lists will be distributed near the end of each year. Parents are free to purchase the items on the list from wherever they choose, ready for the following year.

The school has arranged with Ziggies to offer a service for those who choose to have orders made up and delivered to home. A percentage of sales are donated back to the school for purchase of resources for use by the students. **Please ensure that all items clearly show the student's name.**

Other costs are listed on the annual Contributions and Charges form, available from the Administration Office. The following year's Contributions and Charges form will be communicated via Connect to parents/guardians clearly showing the anticipated charges that may be applied.

### **School Voluntary Contributions**

School Voluntary Contributions are for children from Years K – 6. Funds are used for the purchase of text books, resource books and physical education equipment. These contributions are essential in order to enrich the opportunities available to your child in the school.

### **School Newsletter**

Our main form of communication to you will be via Connect, email, Facebook and our school website. The school newsletter link will be posted on Connect once a term.

Please ensure you advise the Administration Office of any changes to email addresses.

### **School Calendar**

The school calendar is on Connect to assist parents with planning for school activities.



## School Assembly

School assemblies are student focussed and provide opportunities for children to develop their oral language skills and confidence. Students play a key role in assemblies or ceremonies held to mark special occasions.

Parents are encouraged to attend our assemblies to support the efforts of all children. Should restrictions be in place a link will be posted on Connect to view online. Assembly timetables are made available through our school calendar on Connect.

## Dress Code

All students are expected to abide by our Dress Code and wear full school uniform at all times.

The following is the uniform for Harmony Primary School:

- Navy shorts/pants
- Navy skorts/pleated skirt/pants/tights
- School chequered skirt
- Navy blue with pebble and garnet bands on sleeve zip jacket or plain navy blue jumper
- Garnet shirt with navy insert and pebble piping
- Dress in the school check
- Navy blue hat
- Leavers shirt (Year 6 only) navy/garnet shirt and pebble piping

**(No denim or other colours are permitted)**

### **Please label all items.**

Students are to wear their garnet/leavers shirt Monday—Thursday and tribe shirt on Friday. Students must be in full school uniform to participate in school excursions.

**Acceptance of the dress code is assumed upon enrolment at Harmony Primary School.**

## Uniform Shop

The Uniform Shop is run by volunteers from the P&C Association. School uniforms can be ordered the following ways:

- Uniform Shop
- Online via [www.flexischools.com.au](http://www.flexischools.com.au) uniforms will be delivered directly to class
- Order forms are available from the Administration Office and can be submitted with credit card payment details

Please enquire at the start of 2022 for the Uniform Shop's opening times.

## Jewellery

No jewellery should be worn, except for ear studs or sleepers and/or a watch.

## Footwear

The school policy is to encourage suitable footwear. The dress code for footwear is closed in flat shoes for sport and activities. These are required for occupational safety and health reasons. Thongs are not to be worn at any time other than to and from swimming lessons.

## Hats and Sunscreen

As part of our "Sun Protection Policy" we have a 'No Hat, Play in the Shade' rule. All students must wear a hat outside during recess, lunch and Physical Education/Sport. The hat must be **navy blue** and one of the following styles: bucket hat (only style available at Uniform Shop), legionnaire or wide brimmed. If a student does not have a hat, they will be asked by a duty staff member to sit/play in a shaded area.

We encourage students to apply sunscreen before coming to school. A SPF50 sunscreen will be available for students to reapply during the day, if your child has allergies or specific requirements we suggest purchasing a roll on or small tube for them to keep in their bag at school.

## Lost Property

We have lost property bins located at the entry of the staff room. Parents are asked to check the boxes regularly. At the end of each term unclaimed articles will be taken to the uniform shop to re-sell. We encourage all student property to be labelled so it can be returned.



## Health and Well-being

Good health and well-being is vital to student progress. Children's health and well-being needs are supported by a team of qualified professionals. This includes:

- A Registered Nurse attached to the Department of Health making periodic visits to the school to conduct health checks.
- A School Psychologist provides a range of services to children, parents and teachers. Parents should contact the Administration Office to refer their child to the Psychologist. A teacher wishing to refer a child will contact parents for approval before doing so.
- Dental Clinic is currently open Monday to Friday 8:00am – 4:00pm (subject to change). Please call the Dental Clinic directly to confirm on 9414 6243.
- We have a Chaplain on site two days a week for parents and children. Appointments can be made through the Administration Office.

## Communicable Diseases

It is possible that at some time during your child's education they may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases, as the danger of spreading the infection is prominent. Students should stay at home in the early stages of illness as they are likely to be more infectious and transmit the virus/bacteria to others, via coughing, sneezing and contaminating surfaces that others touch. For some diseases exclusion period details are provided by the WA Department of Health (please see the following).

**Chicken Pox – Exclude from school** where no medical certificate of recovery is available, exclude until all vesicles have crusted. Contacts need not be excluded.

**Ringworm – Exclude from school** until person has received antibiotics for 24 hours, contacts need not be excluded. Ointment is available from all chemists.

**Rubella (German Measles) – Exclude from school** until at least 4 days after onset of rash. Contacts need not be excluded.

**Measles – Exclude from school** where no medical certificate of recovery is available, re-admit four (4) days from the appearance of spots, **if well**. Unimmunised contacts should be excluded until 14 days after the onset of the rash in the last case occurring at the school. If unimmunised contacts are vaccinated with MMR within 72 hours of their first contact with the first case, or Immunoglobulin within 6 days of exposure they may return to school following vaccination.

**Whooping Cough – Exclude from school** until 5 days after appropriate antibiotic treatment or for 21 days from onset of coughing.

**Head Lice (Pediculosis) –** The Department of Health recommends that long hair should be tied back to help combat head lice.

Children should be **excluded from school** until effective treatment has been given and all lice removed from the hair. Contacts are not excluded, but should also be treated as a precautionary measure. Parents must check their children regularly.

**Hepatitis** – Transmitted through contact with infected persons. Incubation period is around thirty (30) days. **Exclude from school**; re-admit only with a medical certificate of recovery but not before 7 days after onset of illness. Contacts need not be excluded.

**Conjunctivitis** – Discharging inflamed eyes. **Must be excluded from school** until discharge is cleared.

**Herpes (Cold Sores)** – On or around mouth or face. Young children unable to comply with good oral hygiene practices should be **excluded from school** while lesions are uncovered and weeping. Lesions in children attending school should be covered by a dressing, where possible.

**Hand Foot & Mouth Disease** – **Exclude from school** until all blisters have crusted. Contacts are not excluded.



## Immunisation

Parents are asked to advise the school as a student's immunisation status is updated. A copy of your child's immunisation records (ACIR statement issued by Medicare Australia) should be provided to the Administration Office, this is a Department of Education requirement.

## Accidents/Medical

Should your child be ill or injured, they will receive care and attention either in class or in the Administration Office. Should the illness or injury be unable to be cared for at school, parents will be notified. Parents are always notified of head injuries. In an extreme emergency, the school will seek outside medical assistance, whilst also informing parents.

Health Care Authorisation Plans need to be completed for medical/health conditions.

## Medication

If your child needs to have medication whilst at school, the parent/guardian/carer must contact the Administration Office to complete all necessary documentation regarding their child's health plan or medical needs. Written authority must be provided as legally we are unable to administer any medication without it.

Medications must be brought to the Administration Office for safe storage. **(Students are NOT to keep medications of any kind in their school bags, desks, etc.)**

## Canteen

Our Canteen is run by the P&C Association and is open Monday to Friday. The Canteen adheres to The WA Health Traffic Light System.

Lunches and afternoon recesses can be ordered online at [www.flexischools.com.au](http://www.flexischools.com.au). Please do not send your child to school with large amounts of money.

## Food

### Nuts

We would like to advise all parents that Harmony Primary School is a "Nut Friendly" school. We ask that you please refrain from sending any products containing nuts or traces of nuts to school.

### Crunch 'n' Sip

Please provide a piece of fruit/vegetable for your child to eat during activity time. We stop for a 10-minute break in the middle of the day. Please cut fruit/vegetable up if your child prefers it. Your child will also need a water bottle.

## Lunch

Please send along a healthy lunch that will sustain your child through the afternoon until afternoon recess. We promote healthy eating throughout the school and encourage parents to send alternatives to unhealthy snacks such as chips, chocolate and lollies.

All children are seated to eat for 15 minutes before they are allowed to play.

## Birthday Cakes and Treats

As part of our school's Food and Drink Policy food treats will not be distributed for children's birthdays, this includes by parents before or after school. Teachers will celebrate and make the individual child's birthday special.

## Insurance Cover and School Children

To avoid any misunderstandings with regard to school children and insurance cover, your attention is drawn to the following:

- a) The Department of Education does not insure children against injury at school or on an excursion, camp, visit, etc. This is considered to be the responsibility of the parent.
- b) The Department of Education does have public liability insurance cover that covers their liability in cases of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.
- c) On school excursions, camps, swimming, etc. whether children travel by bus or private transport, they are covered while travelling by normal third party insurance cover, the premium for which is part of both car and bus registration fees.



## Connect

Parents will be given their own secure login to Connect via email. This will be a P-number as a user name and a starting password that you can change.

When you log on, you will be able to see information specific to your own child/ren such as:

- Week by week attendance information
- Notifications put up by the teacher
- Assessment results
- Group discussions
- Work completed in class
- Notices from classes that automatically generate an email notification to you
- Student reports from Pre-Primary onwards.

## Excursions/Incursions

Most teachers use excursions/incursions to support their teaching programs. These require funding by parents and every care is taken to keep the costs to a minimum. Costs will not exceed those documented on the Contributions and Charges Sheet. Children must wear full school uniform when participating in an excursion. Excursion/Incursion Forms are generally sent out via Connect. Please note we do not accept cash payments.

## Notes

Notes/permission forms are generally posted on Connect. Please ensure these are completed promptly.

## In-term Swimming

Each year children in PP – Year 6 are offered swimming lessons held during a school term. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents.

These lessons are part of the school curriculum and usually take place at Cockburn Arc.

## Dance Programs

All students are encouraged to participate in their respective dance programs as part of the school curriculum.

**Edu-Dance** is an introductory energetic dance program, conducted during one term each year, which fulfils the Physical Education and Health and “The Arts” outcomes requirements for students from PP - Year 6. It is a dance for fitness and fun and includes a variety of dance styles including the very popular ‘Hip Hop’ and ‘Street Stomp’ styles. Further information together with dates and times will be advised.

## Physical Education

Physical fitness is undertaken on a regular basis by all students. It is important that all children are suitably attired (school uniform) and a hat must be worn. **If a child cannot participate (usually on medical grounds), then a note must be provided.** Movement and games skills are taught throughout the school. Interschool sport takes place throughout the year. Interschool cross country and athletics carnivals supplement the tribe athletics carnival.

## Tribes

Children are placed in Tribes for the year’s activities and remain in the same tribe during their time at Harmony Primary School. We endeavour to place all family members within the same tribe.

The tribes at Harmony Primary School are:

- Possums - Gold
- Quokkas - Green
- Bilbies - Red
- Numbats - Blue



## **Specialised Programs**

### **LOTE (Language Other than English)**

A LOTE program is offered to students in Years 3 - 6. For Harmony Primary School this is Japanese.

### **Music**

A music program is offered to students from Years 1 - 6.

### **Art**

An art program is offered to students from Years 1 - 6.

### **Science**

A science program is offered to students from Pre Primary – Year 6.

### **Resource Centre**

Harmony Primary School has a fully automated Library, which is staffed by a Library Officer. We have a large collection of books catering for students and staff.

Library opening times are displayed on the library door.

When borrowing, students are required to use a library bag. Loans are made for a period of seven days and may be renewed upon presentation of the book/s.

If books are lost or damaged, parents are asked to pay for the cost of the book. Should the book be located and returned in good condition a credit will be applied to your child's account.

### **Student Reports**

A summative report on student's progress will be made at the end of each semester for Years K - 6. Assessment of student's work is carried out throughout the year and does not rely on formal testing for levels. Tests form one part of the total assessment program.

### **Parent/Teacher Interviews**

Parent/teacher interviews to discuss student's progress are available on request. Please contact the teacher to arrange an interview time.

Parents are encouraged to visit the school to discuss with the class teachers any problems or concerns they may have regarding their child.

Parents will appreciate though, that unscheduled visits by parents to talk to staff before daily lessons can hinder preparation by teachers. To help provide the best learning conditions for all children please remember interviews and discussion are by appointment only.

An "Open Night" will be held in Term 3 to further inform parents of student's progress.

### **Telephone Calls**

**Except for serious and urgent matters**, personal telephone messages cannot be accepted for or relayed to students. Students will not be permitted use of the school telephone **unless for urgent circumstances**.

### **Money, Mobile Phones, Toys and Valuables**

Students must not leave money or valuables in their bags, desks, etc. Students are encouraged to not bring valuables to school as we cannot guarantee total safety for such articles.

**Parents are also asked** to discourage students from bringing mobile phones and toys to school. Mobile phones bought to school must be signed into the Administration Office for the day.

While it is understandable that students may wish to bring toys for show and tell, to ensure they do not get lost or broken, we would rather they were kept at home.

### **Parking**

Please use the Kiss & Drive facility located off Windchime Terrace or the carpark off Affinity Way.



The Staff carpark (off Windchime Terrace) and Administration/Community Centre carpark (off Aurora Drive) are NOT to be used by parents.

There are 200 bike racks/bays provided. Children are encouraged to ride, walk or scooter to school. Scooters and bikes are not to be ridden/used around the school site.

### **Policies**

School policies can be viewed online via the school website [www.harmonyps.wa.edu.au](http://www.harmonyps.wa.edu.au) under the “About Us” tab and then “School Policies”.

### **School Premises/Vandalism**

Students should only be on the school grounds after hours if they are under the direct supervision of a teacher or another adult that has been given approval to use the school.

Any incidents of vandalism may be reported directly to:

Education Security: 9264 4632, 1800 177 777 or Police: 13 14 44.

### **Dogs on School Grounds**

If you bring your dog to school:

- Please ensure they are on a lead at all times and kept away from sandpits
- Dogs are not to go into classrooms or be at the entrance to a classroom
- Dogs must be supervised at all times
- Dogs are not to enter the Kindy Undercover Area or Assembly Undercover Area
- For hygiene reasons, please ensure you clean up after your dog

In this way we can respect every student’s needs as there are some students who are afraid of or allergic to dogs.

### **Smoking on School Premises**

You are requested to refrain from smoking while visiting the school. All government premises are now officially smoke free.

### **Transferring to Another School**

Parents are asked to notify the school at least **one week prior to departure** when students are likely to transfer, so that departmental obligations are met. Students take with them all personal belongings and if transferring to a government school within the state their school records, reports, etc. will be forwarded onto the new school.

**Please ensure that any resources belonging to the school are left at the school before leaving.**

### **School Values**

- **RESPECT** – At Harmony Primary we show respect to ourselves, others and the environment
- **RESILIENCE** – At Harmony Primary we show resilience by overcoming challenges with enthusiasm
- **RESPONSIBILITY** – At Harmony Primary we are responsible for our learning, our actions and our belongings

### **Harmony Primary School Rules**

- Speak and act respectfully
- Keep your hands and feet to yourself
- Follow instructions the first time
- Walk on brick paving
- Walk bikes, skateboards and scooters within the school grounds
- Stay within the school grounds unless given permission to leave
- No hat, no sun
- Sit while eating and drinking
- Ball games to be played in designated areas
- Follow the reuse, recycle, reduce procedures



## School Song - Give It All You've Got

Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!

### Chorus

We are the children of Harmony Primary School,  
We take a pride in the things we do!  
Learning together and having fun,  
Who's for a good day? EVERYONE!

Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!

### Verse 1

Give it all you've got 'cause you've really got a lot,  
Give it heart, give it mind, give it soul, don't stop!  
Give it all you've got 'cause you've really got a lot,  
Give it heart, give it mind, give it soul, don't stop!

### Chorus

We are the children of Harmony Primary School,  
We take a pride in the things we do!  
Learning together and having fun,  
Who's for a good day? EVERYONE!

### Verse 2

Everyone is special, everybody has gifts,  
So we're gonna work together and we're gonna learn to give!  
Everyone is special, everybody has gifts,  
So we're gonna work together and we're gonna learn to give!

Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!

### Repeat Verse 1

### Repeat Verse 2

Give it 1... Give it 2... Give it 1-2-3!  
Give it 1... Give it 2... Give it 1-2-3!

### Chorus

We are the children of Harmony Primary School,  
We take a pride in the things we do!  
Learning together and having fun,  
Who's for a good day? EVERYONE!

And "give it 1..." together

DON'T STOP!



## Kindy Information

### Kindy School Times

8:30am	Doors Open
8:40am	Start of Kindy
10.00am	Recess
12:40pm – 1.30pm	Lunch (20 minutes allocated to eating)
3:00pm	End of school
Early close on Tuesdays 2:30pm	

Kindy children cannot be left alone outside the kindy classrooms at the commencement of the school day. All children need to be walked into the classroom for handover to the kindergarten staff.

### Kindy Session Times

Kindy students attend school each week, alternating between three days one week and two days the other week.

#### **YELLOW GROUP:**

Thursday, Friday – Odd week  
Wednesday, Thursday, Friday – Even week

#### **PURPLE GROUP:**

Monday, Tuesday, Wednesday – Odd week  
Monday, Tuesday – Even week

#### **BLUE GROUP:**

Monday, Tuesday, Wednesday – Odd week  
Monday, Tuesday – Even week

**PLEASE NOTE:** Week 1 of each term is odd, week 2 of each term is even, week 3 of each term is odd, week 4 of each term is even etc.

### What to Bring to Kindy?

#### **AT THE BEGINNING OF THE YEAR:**

Please bring all items listed on the Kindy Booklist on the first day.

There is no need to label items (such as pencils, textas, etc) as these will go into communal use and be shared with all the children throughout the year.

#### **EVERY DAY:**

- A healthy recess snack
- A piece of fruit or vegetables for crunch 'n' sip
- Drink bottle filled with water
- A healthy lunch
- Hat (our school has a Sun Protection Policy which states 'No Hat, Play in the Shade')
- School bag (please ensure the bag is a decent size). The children have a lot to bring including lunch box, library bag, spare clothes, drink bottle plus somewhere to put their work. It can be frustrating for the child if there isn't enough room for all these items
- A spare set of clothes labelled with child's name. Accidents sometimes happen at Kindy even if they rarely happen at home and it is less distressing for the child if they have dry clothes to put on

**PLEASE ENSURE ALL BELONGINGS ARE CLEARLY LABELLED WITH YOUR CHILD'S FULL NAME.**

### Notice Board

Notes will be sent home via Connect. We have a notice board outside the class for daily information. Please check it each day to ensure you are kept up-to-date. Please supply your class teacher and the Administration Office with your email address at the beginning of each school year and keep us all notified of any changes.



## Delivery and Collection

Children need to be dropped off and collected from Kindy by an adult. **Children must not be left unaccompanied prior to session times.**

If your child is to be collected by someone else, please record this information in the TRANSPORT REGISTER which is located inside each classroom. If there is someone who will be picking your child up regularly (such as after school care, grandparents, or a family friend) then please advise the Classroom Teacher and Administration Office in writing at the beginning of the year.

When collecting your child, please wait outside the door and we will send them to you when we have seen you. This way we can maintain supervision of the other students.

If you need to collect your child before the end of the day, please go to the Administration Office and obtain a Leave Pass before picking up your child.

## Morning Routine

Please wait for a teacher to open the door, usually 10 minutes prior to Kindy school times. Please encourage your child to take responsibility for putting their water bottle under their bag and hat, snack and fruit in their tray. We encourage parents to stay for the first 10 minutes and spend time doing a puzzle, practise name writing, reading a story or doing a table activity until the bells ring to signal the start of the day. During this time children are not to play with the blocks, construction or home corner as these will be used during the day.

Before leaving please say goodbye to your child and reassure them that you will be returning at the end of the day. Please do not be concerned about tears as this is common and usually only lasts a few minutes.

Please do not allow your child/ren to play on any playground equipment prior to school commencing.

## Toys and Games

We ask that children don't bring any toys to school. Toys often have great sentimental value and a high price to replace; therefore, please do not allow toys to come to Kindy unless there has been a specific request from the teacher.

## Parent Roster

Parent helpers are an important part of our Kindy Program. Children love having a visitor in the class and you can share important learning time with your child. Parents, Grandparents and other family members are most welcome on our roster.

Our roster will begin in Term 2. This gives the children time to establish and settle into the Kindy routine and separate happily from their caregivers. We usually ask for help in the morning session which finishes at 10.30am. However, if this is not convenient please speak to us and arrange another time. We ask that only one parent place their name on the roster each day.

Some helpful hints for when you come on roster:

- Talk to the children and encourage conversation
- Assist, but don't do the activity for them
- Speak clearly and slowly
- Try to get down to the children's level either on the floor or a small chair
- Be positive and encouraging
- Don't hesitate to ask staff for advice if you are unsure of anything
- If possible arrange a baby-sitter for younger brothers and sisters to enable you to spend time with your Kindy child/ren
- No photos are to be taken

Occasionally we have washing to be done. This may include hand towels, dress ups or aprons. We will ask for volunteers on our Parent Notice Board when needed.



## What Will My Child Learn at Kindy?

At Harmony Kindy we believe children develop and learn at different rates and in different ways. We provide a program that encourages children to develop through opportunities to explore, experiment, discover, improvise, innovate, create, question, discuss and construct. Above all, our aim is to encourage a lifelong love of learning for each and every child.

Inside our Kindy classrooms you will see a lot of conversation and play, the two most important vehicles for learning. Through play, children construct and develop new skills, knowledge and ideas whilst also providing an opportunity to encourage imagination and development of gross motor and fine motor skills, literacy and numeracy skills and social skills.

### We aim to develop:

- A positive self-image – to know that he/she is a wonderful special person
- Independence and Responsibility – taking charge of their belongings and doing things for themselves without adult assistance
- Expression – the ability to express themselves through speech, music, drama and art activities
- Communication skills – the ability to effectively communicate with their peers and adults
- Respect – to respect property, ideas and feelings of other people
- Curiosity – to build on their natural curiosity so they continue to be excited and interested in the world around them
- Fine motor and gross motor skills
- Beginning literacy and numeracy skills essential to future learning

### Food

#### Recess

Please provide healthy snacks such as a piece of fruit, vegetable, yoghurt or cheese for morning tea.

#### Crunch 'n' Sip

Please provide a piece of fruit/vegetable for your child to eat. We stop for a 10-minute break in the middle of the day. Please cut fruit/vegetable up if your child prefers it. Your child will also need a water bottle.

#### Lunch

Please send a healthy lunch that will sustain your child through the afternoon as we do not have afternoon tea. We promote healthy eating throughout the school and encourage parents to send alternatives to unhealthy snacks such as chips, chocolate and lollies. A healthy lunchbox could include: a sandwich, piece of fruit, cut up carrots/celery, cheese or yoghurt. All children are seated for 20 minutes to eat before they are allowed to play.



Harmony Primary School website address is  
<http://www.harmonyps.wa.edu.au>

Absence notification can be made through the absence form on the school website



<https://harmonyps.wa.edu.au/absentee-form/>

Or SMS/Message/Text your child's absence to: [0439 092 987](tel:0439092987)

Please use the simple format: **Student name/Date/  
Reason for absence.**



Harmony Primary School's Facebook Page address is  
<https://www.facebook.com/#!/HarmonyPrimarySchool>



Online ordering for the Canteen and Uniform Shop at  
<https://www.flexischools.com.au/>  
(you will need to register first)



Parents will be given their own secure login to Connect via email. When you log on, you will be able to see information specific to your child/ren.



Please also ensure we have your current email address as we communicate regularly with parents via email. Our school email address is [Harmony.ps@education.wa.edu.au](mailto:Harmony.ps@education.wa.edu.au)



## P&C Contact Details

General enquiries (President and Secretary): [enquiries@harmonypandc.org.au](mailto:enquiries@harmonypandc.org.au)

Canteen: [canteen@harmonypandc.org.au](mailto:canteen@harmonypandc.org.au)

Uniforms: [uniforms@harmonypandc.org.au](mailto:uniforms@harmonypandc.org.au)

Treasurer: [treasurer@harmonypandc.org.au](mailto:treasurer@harmonypandc.org.au)

Book Fair: [bookfair@harmonypandc.org.au](mailto:bookfair@harmonypandc.org.au)

Book Club: [bookclub@harmonypandc.org.au](mailto:bookclub@harmonypandc.org.au)

Fundraising: [fundraising@harmonypandc.org.au](mailto:fundraising@harmonypandc.org.au)

Year Six Fundraising: [yearsixfundraising@harmonypandc.org.au](mailto:yearsixfundraising@harmonypandc.org.au)

Dads Group: [dadsgroup@harmonypandc.org.au](mailto:dadsgroup@harmonypandc.org.au)



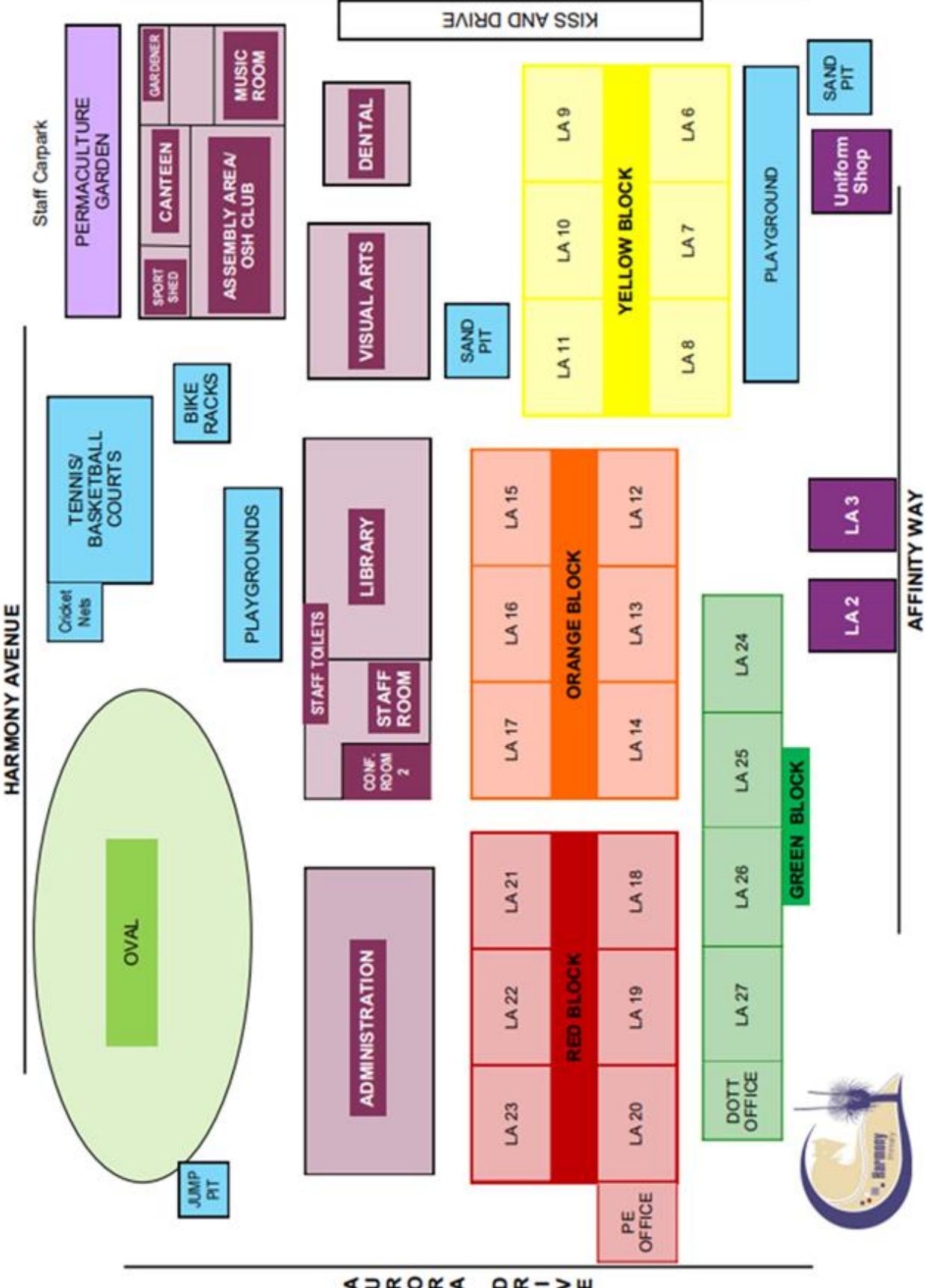
Harmony P&C's Facebook Page address is

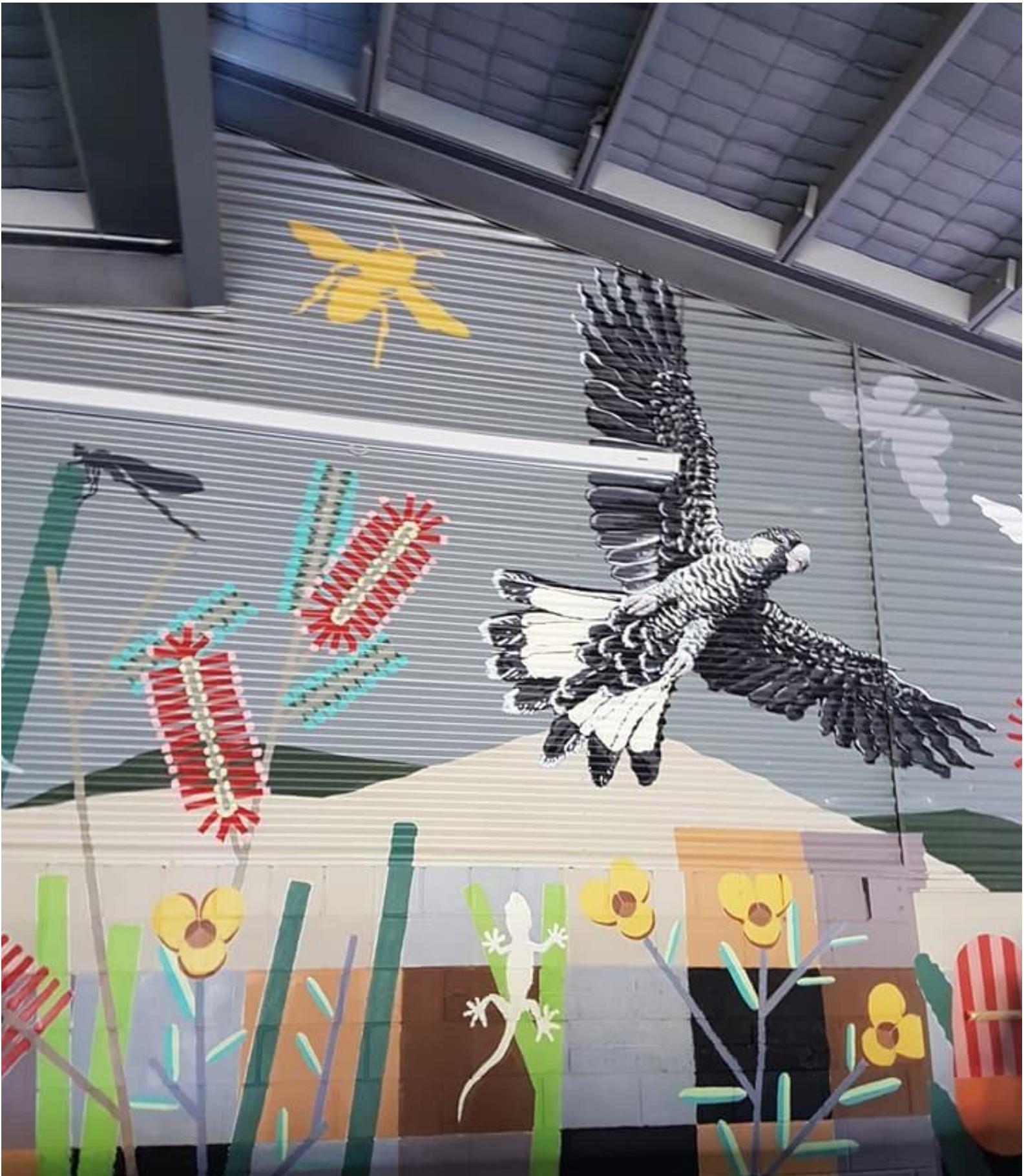
<https://www.facebook.com/harmonypandc/>

Please 'like us' to stay up to date!



W - N D C H - M E T E R R A C E





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