



2023 Information Booklet

 www.harrisdaleps.wa.edu.au

 harrisdale.ps.administration@education.wa.edu.au

 9234 9700

 7 Fairhaven Avenue, Harrisdale

WELCOME TO HARRISDALE PRIMARY SCHOOL

Harrisdale Primary School opened its doors to students for the first time on February 1st, 2016. It caters for students from Kindergarten to Year 6.

The school is located in the rapidly growing suburb of Harrisdale and is bordered by natural bushland to the east, sporting grounds to the south and housing developments to the remaining boundaries. The student population is indicative of a diverse multicultural demographic with many nationalities represented.

The school is equipped with state-of-the-art facilities and digital technologies, Harrisdale Primary will deliver learning and teaching programs aligned to current research and best practice. It aims to provide an educational program of the highest standard. Facilities include purpose built early childhood (pre-primary) buildings, a modern library, including hard copy and e-books, an indoor/outdoor undercover area, naturescape play areas, purpose-built music and art rooms and modern, contemporary classrooms.

The school is well equipped with digital technologies including Macbook laptops, iPads, short-throw digital projectors and Apple TVs. Technologies enhance learning and are embedded in lesson delivery.

The school's curriculum aligns to the West Australian Curriculum and Department of Education priorities of Literacy, Numeracy, Science and more recently, STEM or STEAM (Science, Technology, English, Arts and Mathematics).

Harrisdale is committed to providing the highest quality education programs to our students, regardless of whether the classroom teacher is present or not. We expect relief teachers working in our school to show the same dedication, high expectations and professionalism as our other staff members.

SCHOOL TIMES

Our school times are as follows:

8:20am – classroom doors open

8:30am – school begins

10:30am – 11:00am – First Break

12:50pm – 1:30pm – Second Break

2:40pm – end of school

DEPARTMENT OF EDUCATION

Central Office: 9264 4111

SOUTH METROPOLITAN OFFICE

Phone: 93369563

PRINCIPAL

Karen Duncan

DEPUTY PRINCIPALS

Alison Forzatti

Nikki Lyons

Simonne Heal

Monique Bairstow

Megan Wijohn

MANAGER CORPORATE SERVICES

Megan Klompmaker

OFFICE HOURS

8:00am - 3:30pm

POSTAL ADDRESS

7 Fairhaven Avenue, Harrisdale WA 6112

TELEPHONE

9234 9700

EMAIL

Harrisdale.ps.administration@education.wa.edu.au

WEBSITE

harrisdaleps.wa.edu.au/

KINDERGARTEN STAFF

The Kindergarten team is made up of an Early Childhood trained teacher and an Education Assistant for each class. There is also a DOTT (Duties Other Than Teaching) teacher on Wednesday. DOTT includes activities such as planning collaboratively with other Kindergarten staff and attending meetings.



YEAR GROUP BIRTHDATE RANGE

KINDY	1 July 2017 to 30 June 2018
PP	1 July 2016 to 30 June 2017
YEAR 1	1 July 2015 to 30 June 2016
YEAR 2	1 July 2014 to 30 June 2015
YEAR 3	1 July 2013 to 30 June 2014
YEAR 4	1 July 2012 to 30 June 2013
YEAR 5	1 July 2011 to 30 June 2012
YEAR 6	1 July 2010 to 30 June 2011

2023 TERM DATES

SEMESTER ONE

Term 1: Wednesday, February 1st until Thursday, April 6th

Term 2: Monday, April 24th until Friday, June 30th

SEMESTER TWO

Term 3: Monday, July 17th until Friday, September 22nd

Term 4: Monday October 9th until Thursday Dec 14th

SCHOOL DEVELOPMENT DAYS

Term 1:	Monday 30th January Tuesday 31st January
Term 2:	Friday 2nd June Friday 1st September
Term 3:	Monday 9th October
Term 4:	Friday 15th December

2023 CLASS TIMES

8.20am:	Students arrive at school (classrooms open their doors)
8.30am:	Lessons commence K – 6
8:40am:	Period 1
9.35am:	Period 2
10:30am:	Recess Break
11.00am:	Period 3
11.55am:	Period 4
12:50pm:	Lunch Break
1:30pm:	Period 5
2.40pm:	End of school day

ARRIVAL/DEPARTURE AT SCHOOL

For safety reasons students are not to arrive at school before 8 am. No play occurs prior to school. Supervision is provided from 8 am until 8.15am. Due to safety reasons gates will open at 8am and shut at 3pm.

FACEBOOK

Harrisdale Primary School has an active social media page. This portal is utilised to notify parents about important school-based news.

STUDENT REQUIREMENTS LIST

At the end of each year parents are given a requirements list indicating items required for the following school year. Although the school has a recommended supplier you are not obliged to use this supplier. Stationary supplies should be regularly checked and replenished.

PERSONAL ITEMS

Students should not bring expensive personal items such as jewellery, toys, games and iPods to school. Teachers cannot accept responsibility for loss or damage to this property. The Department of Education's Insurance policy does not cover personal belongings. Mobile phones are not to be used in school.

STUDENTS LEAVING SCHOOL GROUNDS

Students sent to school are in our care and are our responsibility during school hours including lunchtime. Students are not permitted to leave the school grounds. If students are required to leave during the school day, parents must come to the front office to sign students out via passtab. Parents are not permitted to go to classrooms without obtaining a student leave pass.

LATE TO SCHOOL

Students arriving late, after 8:40am, must come directly to the school office to collect a late note before going to the classroom.

ABSENCES

Parents are able to send through a text message to the Absentee line on 0438 937 662 to notify of their child's absence. A Medical Certificate may be required to explain prolonged absences. If you are planning a holiday during the school term, an extended leave form can be obtained from the front office as a written record for the explanation of your leave.

ASSEMBLIES

These are held throughout the year and take place in the covered assembly area. Details and dates will be published in the Term Planner, Facebook and via our website.

ROAD SAFETY

Students riding bicycles to school need parental guidance and training with respect to road safety. Please observe road safety rules. Please note that bicycle helmets must be worn. Bikes can be chained to bike racks in order to minimise theft. Everyone must dismount before entering the school grounds and walk their bicycles and scooters whilst inside the school fence.

PARKING AND DROPPING/COLLECTING STUDENTS

Increasingly, parents are driving their children to and from school each day. One result of this is that the boundaries and side streets of the school tend to become hazardous before and after school. Cars, students on foot and on bicycles make the possibility of accidents very real.

Please note the 40km/h speed zone.

Please take care when moving off from the school after pick-up or set down. For your convenience there is a Kiss and Drive in the Staff Car Park (Near the admin block on Fairhaven Avenue). This is a safe point that is monitored by duty teachers. Please observe and adhere to the Parking restriction signs. Parking zones around the school will be enforced by the City of Armadale Rangers.

CROSS WALK

Harrisdale Primary School has a crosswalk where students are able to safely cross the road with the help of the Crosswalk Attendant who is situated at the cross walk both before and after school.

CANTEEN

In 2022 the Harrisdale Senior High School canteen will begin using a new provider who will also serve Harrisdale Primary School. More details to come.



Dear Parents,

The Department of Education's policy on Contributions, Charges and Fees requires schools to outline the schedule of contributions and charges for 2023. The Harrisdale schedule is broken into four sections and will allow you to calculate all costs that may be incurred throughout the 2023 school year.

1. Contributions – Payment can be made to administration from the commencement of the school year or with your Student Requirement List.

The total amount of voluntary contributions parents and carers are being asked to pay has been calculated and endorsed by the School Board as \$60 per child.

Money collected will be used to supplement school expenditure in the areas listed below. The actual costs per child are shown in the below table. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family contributes to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments.

English Resource Materials	\$10.00
Information & Communication Technology Consumables	\$10.00
Learning Area Resources	\$20.00
Mathematical Resource Materials	\$10.00
Science Resource Materials	\$10.00
Total Contribution per student	\$60.00

2. Voluntary Approved Requests – Payments can be made to administration from the commencement of the school year or with your Student Requirement List.

Voluntary Approved Requests at Harrisdale primary School approved by the School Board are:

- \$20 Grounds Fund – Contributions will be used for the improvement of the school grounds/ playground facilities for students.
- \$10 Library Resources Fund – Contributions will be used to expand these resources available to students in the library.
- \$10 P&C Fund – Used at the P&C discretion for the benefit of students.

School fees summary table – what should I pay if I want to pay my annual school fees?

Item	Amount	Payment Method
Voluntary Contributions	\$60.00	Direct to the office or through Requirement List
Voluntary Approved Requests	\$40.00	Direct to the office or through Requirement List
TOTAL	\$100.00	Annual School Fee

All other payments will happen as the event happens and you will be notified at the time of the event. Refer below for further information.

3. Charges for Extra Cost Optional Components – Payment is made throughout the year as and when the event occurs. No payment is required now.

A breakdown of estimated charges for your child's participation in incursions, excursions, activities, etc. for 2023, endorsed by the School Board, has been outlined in the schedule below. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged for scheduled activities in 2023.

The charges schedule below includes costs associated with:

- Specific learning activities, available to all students, but conditional on a payment being made prior to commencement of the activity.

Description	K	PP	1	2	3	4	5	6
Excursions	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Incursions	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00

Specific learning activities, available to selected students, but conditional on a payment being made prior to commencement of the activity.

Description	K	PP	1	2	3	4	5	6
Camp	Ern Halliday Recreation Camp, Hillarys							\$600
Extension Program					\$200	\$200	\$200	\$200
Graduation (Leavers shirts managed through P&C and separate cost)								\$100
Instrumental Music (IMMS) (Book stand, music, this does not include the purchase of the instrument)							\$200	\$200
In-Term Swimming		\$70	\$70	\$70	\$70	\$70	\$70	\$70
Music (includes choir)	\$20	\$20	\$20	\$80	\$80	\$80	\$80	\$80
One to One Device Program					\$850	\$850	\$850	\$850
PEAC (3 rounds per year. Price ranges from \$10 – \$50 per round)							\$300	\$300
Sport (including interschool/competitions)		\$20	\$20	\$20	\$150	\$150	\$150	\$150
Basketball						\$150	\$150	\$150

NOTE: After school Clubs where excursions/incursions/competition occur during school time these are not included in the above. These are extra-curricular activities where participation is by choice. Charges will be advised at the time of the event, as these vary and are presently unknown.

4. Items for personal use in the Educational Program

The charge for personal use items (2023 Requirements) will vary from student to student and includes:

- Pupil requirements for all students, used in lessons: eg stationery items, recorder, calculator, art shirt.
- Pupil requirements recommended but not essential for all students: eg tissues,

A copy of the Personal Use Items that is recommended for your child is attached. Additional copies are available from the School Administration or school website.

Your child will need to have the items listed in his/her possession each school day in order to maximise participation in the learning opportunities/activities presented. It may be necessary to replace some items such as pencils and paper throughout the year.

We have negotiated competitive prices for high quality materials through Champion Education. While you are not obliged to use our preferred supplier, we encourage you to give consideration to supporting a local company that provides quality products and service and a commission on sales to the school. Packs will be available for collection and payment from Champion Education, 25B Baile Road, Canning Vale and there will be a school collection day on Monday 23rd January 2023 from 8.00am to 9.00 am.

5. P&C Activities

During the year, the school and P&C may hold fundraising activities. Approved school and community fundraising events may include:

- Free dress days
- School disco and Colour Run
- A designated community charity group i.e. Cancer Foundation

Parents will be made aware of these activities and P&C activities through the school newsletter.

Participation in these activities is purely on a voluntary basis and may involve sponsorship for an activity or a donation.



6. Payment Methods

- Directly to the school by direct deposit into the school bank account:

Harrisdale PS
BSB 066 040
ACCT NO. 1990 3477

Please note child's name in details.

- Via our payment app: <https://qkr.mastercard.com/>
- Over the phone with a credit card
- As part of our Student Requirements list through Ziggies Enterprise.
- Progress payments are welcome
- Payment for the list of Personal Use Items, if ordered through the school is to be made to Ziggies Enterprises Pty Ltd on collection or purchased independently.

Should you have an enquiry relating to the topic of Contributions & Charges please contact the School Administration at harrisdale.ps.finance@education.wa.edu.au or 9234 9700.



DRESS CODE POLICY

PURPOSE

The Harrisdale Primary School community believes a dress code:

- Establishes and enhances the image of the school.
- Establishes school spirit and teamwork.
- Ensures students are safely dressed for specific school activities.
- Encourages equality among students.
- Prepares students for work, as many work places have dress and safety codes.

The wearing of the school uniform at all times is mandatory. Children representing the school must be properly attired. The following range of clothing is available and has been approved by the Uniform Committee. Order forms are available from the Harrisdale website and the School Administration. Parents are encouraged to place orders online or instore at their convenience.

DRESS CODE REQUIREMENTS

Students are required to wear the following badged (with school logo) uniform items, available for purchase from Uniform Concepts, Jandakot:

GIRLS

- Navy shorts, skirts, pants.
- Navy/Green polo shirt, navy zip jacket.
- School dress.

BOYS

- Navy shorts, pants.
- Navy/Green polo shirt, navy zip jacket.
- Faction shirts and sports shorts are worn on specific faction days, such as Faction Fridays and on Friday's for faction sports.

FOOTWEAR

Predominantly black in colour, appropriate covered footwear, i.e. no thongs, ugg boots, massage sandals or surf sandals. Where socks are required, white socks are to be worn. In winter, girls are permitted to wear navy blue tights but not leggings.

HAT

The school hat must be worn for all outdoor activities. A "No hat, play in the shade" policy will apply.

NAME TAGS

All school clothing should be marked clearly with the family name using either name tags or a marking pencil. To ensure privacy of students', names are not to be written externally on uniforms.

Physical Education and Playground Activities
To support our Physical Education programme at school, it is important that students are appropriately dressed for activities. This includes appropriate footwear, not sandals or thongs. All students are to wear faction sports uniform on specified days.

GRADUATION UNIFORM

Students in Year 6 may purchase a Graduation Student shirt and/or jacket. These items are part of the school uniform and are to be worn with school uniform base clothing. Students are required to wear these items for special occasions.

FORMAL WEAR FOR SENIOR STUDENTS

The school has also purchased formal school shirts and blazers for senior students to wear on specified occasions. These will be borrowed from the school at the time of the event.

HAIR, MAKEUP AND JEWELLERY

Hair should be neat and secured away from the face. Hair that is shoulder length or longer is to be tied back. This is a health and safety issue. Coloured hair is acceptable for designated fundraisers such as 'wacky hair day' and for sports carnivals where hair is coloured at home. Coloured hair is not acceptable at any other times. No make-up, coloured lipstick or nail polish should be worn to school. Jewellery should be restricted to a watch, sleepers or studs, medical or cultural jewellery.

PROCEDURES FOR MANAGING NON-COMPLIANCE WITH THE DRESS CODE

Step 1: Parent advised by classroom teacher to provide an explanation on reason for non-compliance.

Step 2: Parents are contacted by school executive to ascertain the reason for continued non-compliance.

Step 3: As per the School Education Act 2000, Regulation 36, if a non-complying student is enrolled in a primary program, sanctions will be limited to the following actions only:

- preventing the student from attending any activity in which the student would have been representing the school; or
- preventing the student from attending or participating in any school activity which, in the opinion of the Principal, is not part of the educational program.

EXEMPTIONS

An application for exemption, and any exemption granted, may apply to individuals, all students at the school or to all students in a specific category. Where an exemption applies, students should still be neat and dressed in accordance with other provisions in the school's dress code. Some uniform polo shirts will be available for loan (on a short term/daily basis).

Under Regulation 35(2) of the School Education Regulations 2000, the principal may provide an exemption on any of the following grounds:

- the unavailability of an item;
- a matter relating to the student's health;
- a matter relating to the religious beliefs of the student or the student's family;
- a matter relating to the cultural background of the student or the student's family; or
- any other matter which in the principal's opinion is sufficient to exempt the student from complying with the requirement.

Under Regulation 35(4) of the School Education Regulations 2000, the details of an exemption must include:

each requirement of the dress code which the student is exempt from complying with;

- the time period for which the exemption has effect;
- the grounds for the exemption and any relevant condition



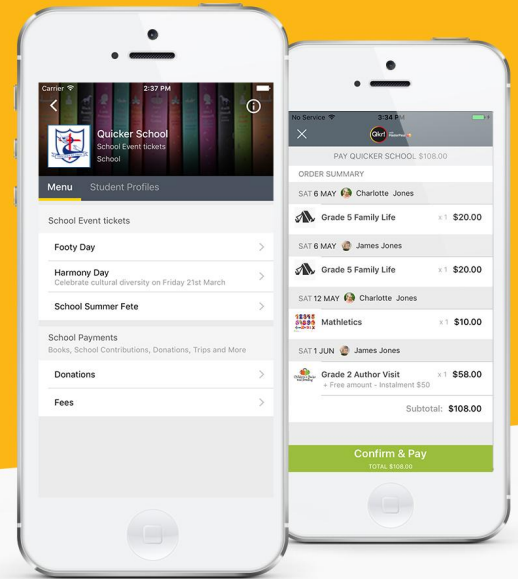


For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



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 10km's of the school, or search for our school by name.

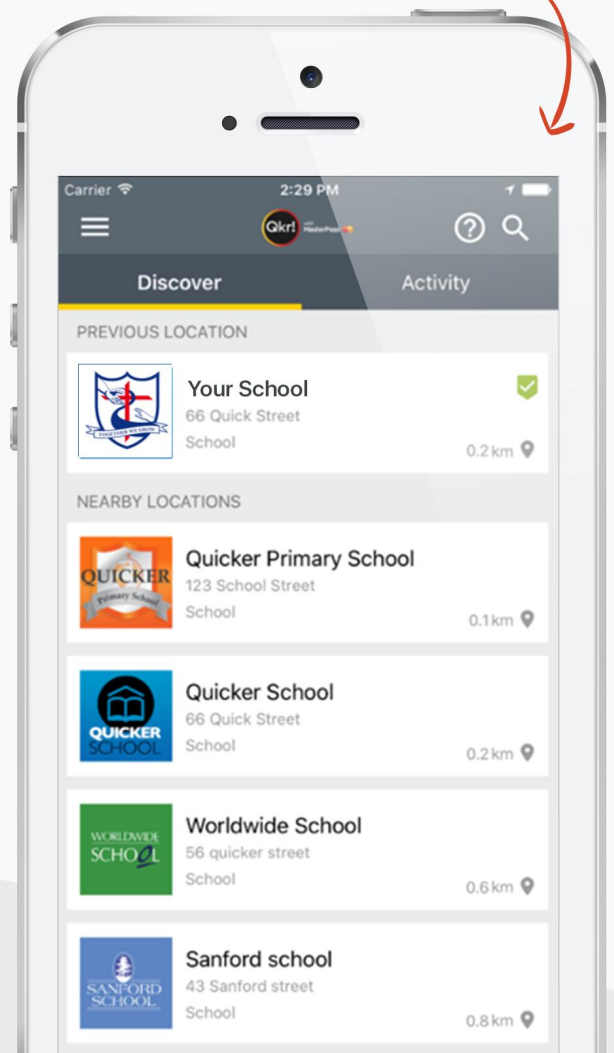
Step 4 Register your children

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.

Search for our school name

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'



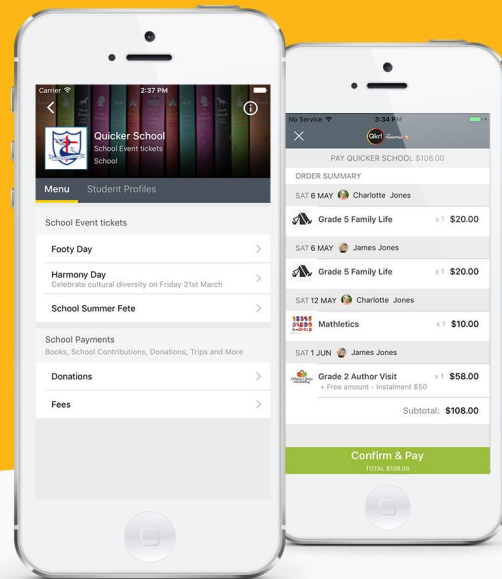


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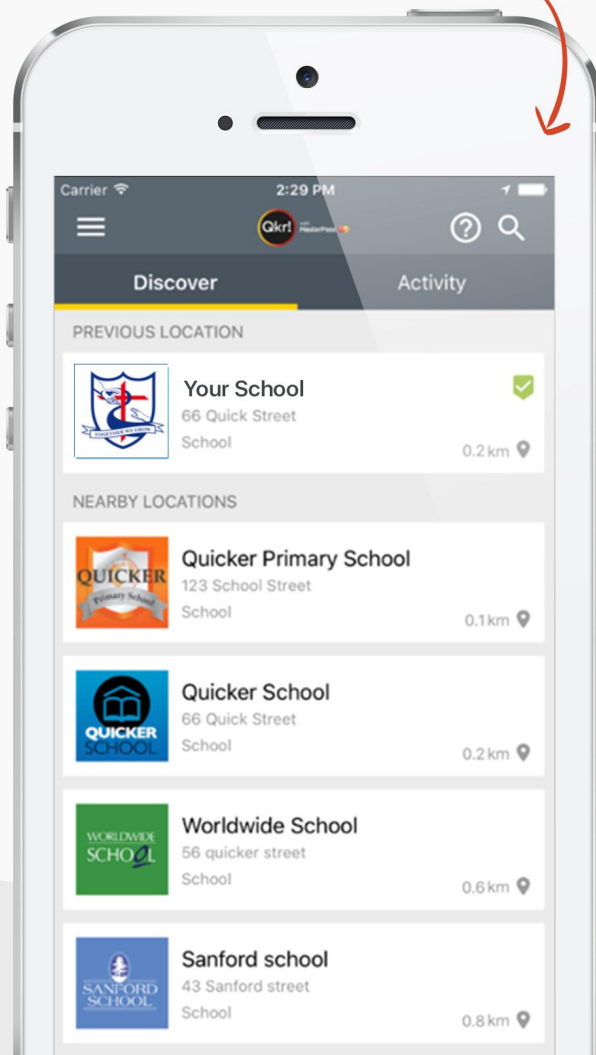
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Harrisdale Primary School

E-WHEELERS ACCESS

Wheelers eBooks - harrisdaleps.wheelers.co

The Harrisdale Primary School Library is pleased to bring a web based eplatform resource that contains our eBook collection. This will supplement our hard copy book collection and is another technology resource that will enhance digital learning for students.

WHAT IS AN EBOOK?

An eBook is an electronic book, one that you read digitally on your tablet, laptop, computer, smartphone or other devices including eBook readers.

ADVANTAGES OF EBOOK COLLECTIONS

Staff, students and parents can borrow eBooks 24 hours a day, seven days a week from any location. You do not need to physically visit the Library to access our eBook collection.

You can easily download to most smart devices, including smartphones.

You do not have to physically return the book.

HOW DO I BORROW AN EBOOK?

1. Download the free app onto your device.
2. Select FIND LIBRARY
3. Search HARRISDALE PRIMARY SCHOOL
4. Select START BORROWING
5. Scroll down and click to view your chosen title and bibliographic information
6. Select LOGIN to read this title
7. Enter your username and password (given by the school Librarian)
8. Select LOAN. The Wheeler eBook interface will guide you on what to do next
9. For computers/laptops visit harrisdaleps.wheelers.co and follow the login prompts



Harrisdale Primary School

E-WHEELERS ACCESS

Wheelers eBooks - harrisdaleps.wheelers.co

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HOW MANY EBOOKS CAN I BORROW AND HOW LONG IS THE LOAN PERIOD?

You can borrow 2 books for a two week period. When the loan has expired, the book will automatically return to the Harrisdale eBook lending platform.

ENQUIRIES

If you are experiencing difficulties or need help getting started please speak to your school Library Officer, who will be able to assist. If you would like to suggest titles to add to the catalogue you can email these to harrisdale.ps.administration@education.wa.edu.au

HEALTH ISSUES/INFECTIOUS DISEASES

Chicken Pox and Measles – Exclude from school re-admit 7 days from appearance of spots or pimples only if well and then preferably on a medical certificate.

Mumps – As for measles but exclude for 14 days.

Ringworm – Exclude from school. Re-admit only on medical certificate indicating that the child is no longer likely to convey infection.

Rubella – Exclude from school re-admit 7 days from the subsidence of symptoms [sore throat and rash], only if well, preferably on medical certificate.

Scarlet Fever – Exclude from school re-admit 10 days from appearance of symptoms and only on medical certificate.

Scabies – Intensely itchy rash – exclude from school until cured.

Head Lice/Nits (Pediculosis) – Must be excluded from school until hair has been treated with correct solution. Upon returning to school students must report to the office to be checked before going to their classroom. It is preferable if nits have been removed from the hair after treatment. We are required to report severe contamination to Community Health School Medical Service.

School Sores (Impetigo) – Exclude from school while medical treatment is being undertaken.

SICK CHILDREN

Students who are sick should not attend school. In fairness to other students, to the staff and to themselves, they will be more appropriately cared for if allowed to recover at home.

MEDICATION

Arrangements for the dispensing of all medication should be made through the school administration and updated annually. A staff member may, by arrangement, assist in the dispensing of medication only if the parent/caregiver has given written authority and clear written instructions. The instructions need to include an advice from a doctor.

For safety reasons students should not have medicines in their possession or in their bags (except Ventolin).

IMMUNISATIONS

Children should be fully immunised before starting Year 1.

4 Years

Diphtheria, Tetanus, Pertussis, Poliomyelitis (DTP) Measles, Mumps, Rubella.

Every 10 years – Tetanus toxoid – against Tetanus

SICKNESS AND ACCIDENTS

In the event of a student being sick or being involved in a serious accident, parents are contacted. All parents are required to make sure that the school has a current telephone number and an emergency contact on our records. The school does not have adequate facilities for minding sick students. They should be kept home until well. Information on enrolment cards needs to be kept up to date. Any changes in telephone numbers (home, work or mobile), addresses and emergency contact numbers should be recorded at school promptly.

STUDENT SERVICES – HEALTH AND PSYCHOLOGY

A school psychologist is at the school 3 days a week and a school nurse regularly visit the school to help deal with routine matters as well as referrals, from staff or parents. Students receive three routine health checks during their primary schooling. Parents are advised if a problem arises.

The school psychologist may assess students with a problem that is affecting their learning. Parents will be involved in action recommended. Parent permission is necessary if formal testing is undertaken.