

Library Borrowing

All students will require a suitable library bag before borrowing.

Classroom Volunteers

All volunteers must sign in at the front office before assisting in a classroom. At the completion of the session, please sign out before leaving school grounds.

Active Club

Lead by members of the Physical Education team, Active Club runs on Monday and Friday mornings from 8.10am - 8.25am. Check the Term Planner for the activity currently running. All families and siblings are welcome to attend. Kindy and PP students must be accompanied by a parent/carer. Please bring a water bottle with you.

Lost property

Situated outside the office. Please name all items including lunch boxes and drink bottles.

Parking

The staff car parks are NOT be used for picking up or dropping off children. This is a matter of safety and must be adhered to. Parking on Houghton Drive from 7.30-9.00am and 2.30-4.00pm is for 3 minutes only. If you must drive it is suggested you park at the shopping centre car park and walk across the oval.

Bicycles, Scooters and Skateboards

Only children 10 years and older should ride to school and helmets must be worn at all times. A lock up bike and scooter rack is located at the end of the Middle School block adjacent to the basketball courts. They are locked after the siren and re-opened prior to the end of the school day. Please secure your bike/scooter with a lock and mark clearly with your name.

P & C Meetings

Meetings are held monthly. Dates are published on the term planner. New faces are always welcome. All P & C enquiries can be directed to carramarparents@live.com.au

School banking

Operates from the library every Thursday morning from 8.00am - 8.30am. See the coordinator for further information.

Dogs

No dogs are permitted on school grounds even if they are on a leash and are not to be tied to fences around the school.

Toys/Valuables/Sporting Equipment

Please do not allow your child to bring toys or other valuable items to school as they may be lost or broken. Class teachers will give information about items they may want the children to bring as part of the learning program.

Playgroup

Friday mornings from 9.00am - 11.00am. Playgroup is an informal opportunity where mums, dads grandparents, caregivers, children and babies meet together in a relaxed environment. Each child is to bring a piece of fruit and a gold coin donation. Parents will need to register with Playgroup WA. See the Playgroup Coordinator on the day for further information.

Parent Information Brochure Primary

Email: Carramar.ps@education.wa.edu.au

Website: www.carramarps.wa.edu.au

Phone: 9405 0600



SCHOOL TIMES :

8.30 am - 2.50 pm daily

Recess: 10.30 am - 10.50 am

Lunch: 12.30 pm - 1.10 pm

School Gates are locked from 9.15 am - 2.30 pm.

All visitors must enter through the front office.

All gates locked at 3.15pm

Arrival at school

Students should not arrive before 8.20 am. If students arrive after 8.40 am they must report to the office for a LATE NOTE to take to class. If you need to drop your children off early there is an OSHClub on site. Please contact them directly for further information.

Carramar@oshclub.com.au or on 0422 256 119.

Early departure from school

Parents need to sign their students out at the front office before proceeding to the classroom.

Absences

All absences must be explained. To inform us you can use our Skoolbag app or email carramar.ps@education.wa.edu.au A SMS text message will automatically be sent at 9.30am for absences that are unexplained. Please respond with a reason via this text message. This SMS text message service is for absences only. Follow up letters will be sent home for unexplained absences after a period of time has lapsed.



Connect

Connect is a Department of Education secure communication method. It allows you to communicate easily with teachers, stay informed and access reports anytime, anywhere and on any device. Each parent will be issued with a username and password to access Connect.



Keeping contact details up to date

You can use the Skoolbag app, email us or visit the front office to update addresses, phone numbers, emails and emergency contacts.

Custody Arrangement

Please provide and advise the school of any new or updated custody arrangements that involve your family.

Medication

If it is necessary for medication to be administered at school on a short term basis, parents must complete Form 3 - Administration of Medication Form available at the front office. Long term medication and Medical Management Plans need to be coordinated through Administration.

Accidents and sick children

The school will contact Emergency Contact #1 to let you know your child is unwell, if unavailable all contacts will be attempted. Please be prompt when collecting your child from the office or the Early Childhood area. Correct emergency contact numbers are vital, so please keep them up to date.

Communicable diseases

Please contact us if your child contracts Measles, Mumps, Chicken Pox, Glandular Fever, German Measles, Conjunctivitis, School Sores, Ringworm or Head Lice.

Assemblies

Held fortnightly on Fridays for Students in Years 1 - 6 in the Performing Arts area. Check the Parent term planner for more details.

Newsletters and Term Planners

The newsletter is published every fortnight and can be found on our website and on the Skoolbag App. Parent term planners are regularly updated on both the website and the Skoolbag App.



Excursions and Incursions

Full details will be available on Connect. Permission and payment can be made through QKr! (Available through your app store) Cash & Eftpos payments can be made at the front office.



Reports

A Report is issued at the end of each Semester. These reports can be accessed through Connect. Hard copies are not provided. Teacher parent interviews are an important part of our reporting process and reports will indicate if an interview is recommended. Visit Connect website www.connect.det.wa.edu.au

No Hat, No Play

All students are required to wear hats that protect their face, neck and ears. It must be a broad brimmed or bucket hat. Students without hats will be directed to the shade. Hats can be purchased from the front office outside of uniform shop hours. Cash only. See our website for a current uniform shop price list.

Uniforms

Students are expected to be in school uniform and to wear safe, appropriate footwear. Hats are compulsory. Uniform items are available from the Uniform Shop located in the Performing Arts area on Tuesdays 8.15 - 9.00 and Wednesdays 2.30 - 3.15. The Uniform Policy can be found on the webpage.

Lunches

If a child forgets their lunch they will be directed to the office who will call the parents to arrange a lunch to be brought to school. Children are not to go directly to the canteen for a replacement lunch. If it is a canteen day (Wed Thurs and Fri) we can transfer the call to the canteen and an order can be negotiated between the parent and the Canteen Manager. If we are unable to reach a parent we will supply a sandwich for lunch. Just a reminder to make sure there is plenty of healthy food for your child. Please remember they are growing children and need a good healthy balanced and well stocked lunch box daily.

Tasty Tukka Canteen

Operates Wednesday to Friday for both recess and lunch. All lunch orders are delivered directly to the classroom. Orders can be placed online at Quickqlik.com.au or in cash at the canteen before 9am. A current menu is available on the Skoolbag app and our website. Please speak to Sharon if you can volunteer some time.