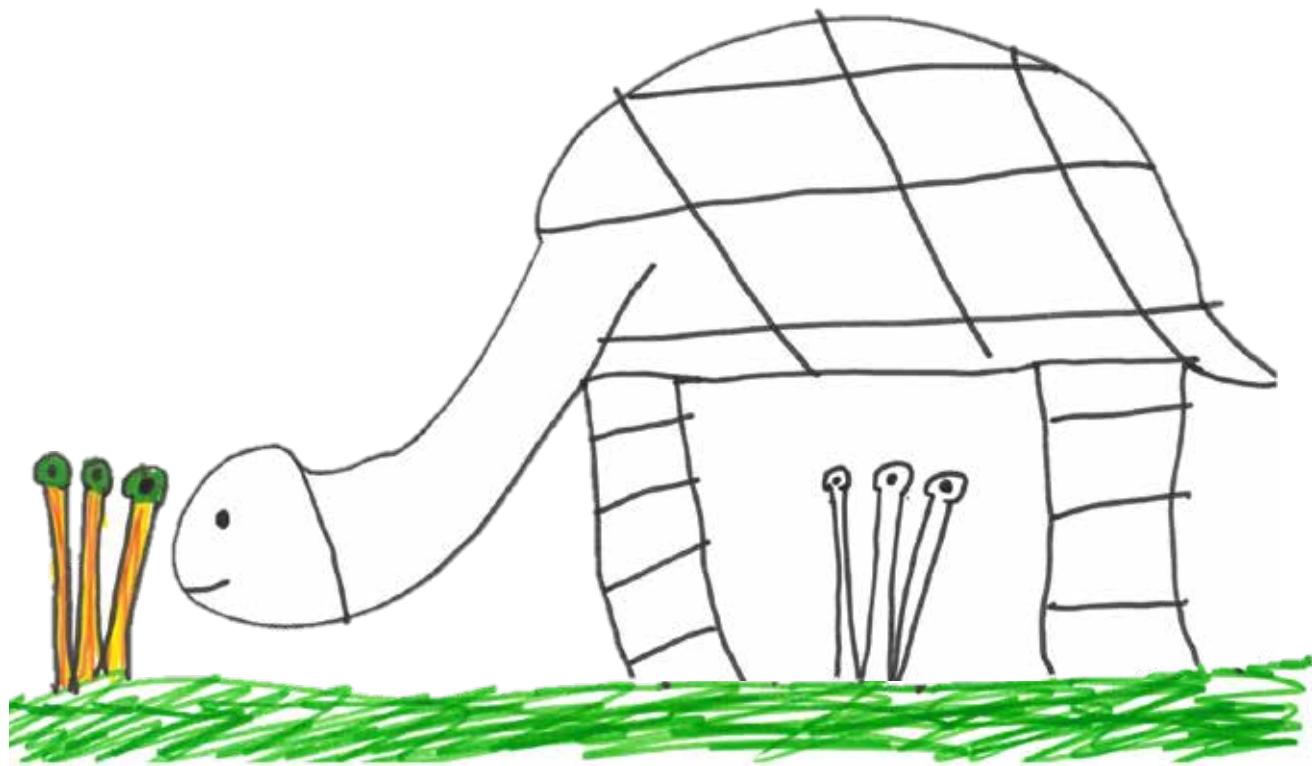
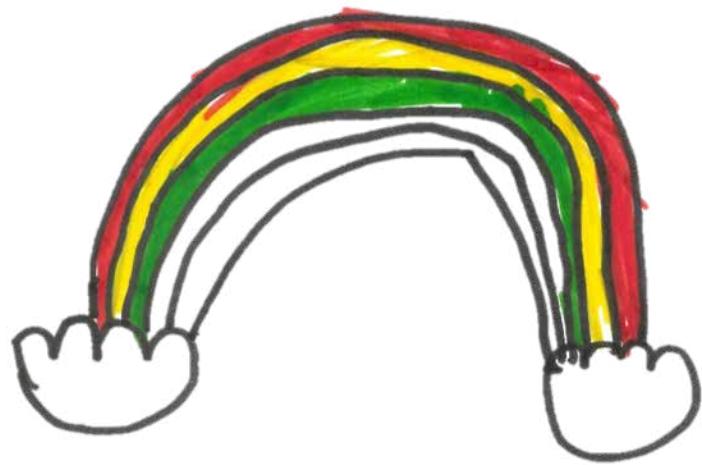


# Welcome to Riva Primary School

Information Booklet 2022



PRIMARY SCHOOL



# **Up-front**

## **Important Contacts**

Front Office	9562 8600
School Mobile	0476 077 631
School SMS Attendance	TBA
Riva Primary School Email	riva.ps@education.wa.edu.au
Riva Website	www.rivaps.wa.edu.au
School Watch	1800 177 777
School Security	9264 4771



## **Instructional Hours**

Monday to Friday 8.40am to 2.50pm	Kindergarten students attend as per group timetables, with the same instructional hours.
Recess 10.50am to 11.10am	
Lunch 1.10pm - 1.50pm	

## **Term Dates 2022**

### **SEMESTER 1**

#### **Term 1**

Monday 31<sup>st</sup> January – Friday 8<sup>th</sup> April

Term Break

Saturday 9<sup>th</sup> April – Monday 25<sup>th</sup> April

#### **Term 2**

Tuesday 26<sup>th</sup> April – Friday 1<sup>st</sup> July

Term Break

Saturday 2<sup>nd</sup> July – Sunday 17<sup>th</sup> July

### **SEMESTER 2**

#### **Term 3**

Monday 18<sup>th</sup> July – Friday 23<sup>rd</sup> September

Term Break

Saturday 24<sup>th</sup> September – Sunday 9<sup>th</sup> October

#### **Term 4**

Monday 10<sup>th</sup> October – Thursday 15<sup>th</sup> December

### **SCHOOL DEVELOPMENT DAYS - STUDENTS DO NOT ATTEND**

Thursday 27<sup>th</sup> January

Friday 28<sup>th</sup> January

Friday 3<sup>rd</sup> June

Friday 2<sup>nd</sup> September

Wednesday 9<sup>th</sup> November

Friday 16<sup>th</sup> December

Front cover artwork by

Linsey C.

Riva student in 2022

### **Public Holidays**

Labour Day

Monday 7<sup>th</sup> March

Good Friday

Friday 15<sup>th</sup> April (during holidays)

Easter Monday

Monday 18<sup>th</sup> April (during holidays)

ANZAC Day

Tuesday 25<sup>th</sup> April (during holidays)

2 Western Australia Day

Monday 6<sup>th</sup> June

Queen's Birthday

Monday 26<sup>th</sup> September (during holidays)

# Welcome to Riva Primary School



It is my pleasure to welcome you to Riva Primary School, as you join us in our historic first year.

It is an exciting time for students, families and staff, as we work to shape our school to support every student in every classroom, every day.

This booklet has been developed as an overview of school operational details, policy and information to assist in the smooth day to day operation of the school, provide a quick reference for information, and detail ways we can work together to meet expectations and deliver for our community.

In the lead up to opening the school, extensive consultation took place with our community, under the leadership of the Riva Primary School Pilot Group. Stemming from this work and guiding all that we do at our school are our values of Respect, Inclusion and Achievement.

At Riva, all are welcome, respected, included and supported to achieve.

I look forward to working with you throughout the year.

A handwritten signature in black ink, appearing to read "A.C. Chaplin".

Aaron Chaplin  
Principal



## Acknowledgement of Country

We at Riva Primary School acknowledge and respect the Whadjuk Noongar people and their continuing connection to the language, stories, culture and history. On Noongar Boodjar, from the hills to the waters, we open our hearts and our eyes as we walk this land, listening, learning and caring for Country and its people. We extend this respect to Elders; past, present and emerging and to all First Nations peoples reading this today. **We are all included and respected here.**



# Inclusion

At Riva Primary School, every child is valued, and every child gets to experience school. Our School. Their School. One School.

At Riva, inclusion means students receiving support, differentiated teaching and learning and instruction that meets their needs, within their classrooms.

Inclusion is about flexible instruction in small and dynamic groups with specific skills focus, whether communication, social skills, or academic.

Our support is as unique as each child, and may change throughout the day. There are times when extra help is needed, and others where our interests and talents take us further. Whatever the next step is in learning, or achievement, the Riva team are committed to supporting this.

## You won't hear Mainstream or Special Needs at our school

We are one school for all. All of our students are students, and we are Riva Primary School. We see our students as people, then their needs, and together plan a pathway to success.

## Education support is not an event

Providing support for students does not take place in a specific building at a specific time. Support comes to the student, in the classroom. It may be one of many things, more time, and different means of communicating, representing learning, targeted instruction or assistance.

## We support students, not programs

Some enquire as to what our support program looks like. The answer is, it depends. It depends on the student's needs, goals, and support team. It involves parents, specialists and our teaching and support staff.

Every resource and expertise we can muster through our school and networks, working for your child, based on their needs, monitored against their plan and adjusted to ensure their needs are being met.

## Labels not required

Having support within classrooms, and expanded services and facilities enables assistance where it's needed. Inclusion is not just about ability or disability, it is about meeting every student's learning needs to the full extent of our expertise and resources, and doing so equitably, removing barriers. This includes the barrier of diagnoses and labels.

Our students benefit from skilled professionals at every level of our staff, from leadership, teachers, inclusive education assistants, speech pathologist, occupational therapist and psychologist. We work with allied health professionals, families, parents and of course our students.

Inclusion is our work, not just when it's easy or convenient. **We believe in Education for all.**

Because research shows...

Students educated in general education classes academically outperform their peers educated in segregated settings. (Baker, Wang, & Walberg, 1995; Katz & Mirenda, 2002).

Students educated in a one-school setting are more accepted by their peers, have better social relationships, are less lonely, and exhibit fewer behavioural problems. (Wiener & Tardif, 2004).

## It's the right thing to do

"At its core, inclusive education is about how, as human beings, we wish to live with each other. Inclusive education invites us to think about the nature of the world we live in, a world that we prefer, and our role in shaping both of these worlds." (Cologan, 2019).

## It is the essence of Riva.

**Respect, Incusion and Achievement.**

## Kindergarten & Pre-primary

At Riva Primary School, in Early Childhood we provide intentional and inclusive programs that provide a balance between explicit teaching and play based learning. We nurture the whole child, building on their strengths and strive to develop each child's unique abilities.

Our Early Childhood programs are planned to support each child's Physical, Cognitive, Social, Emotional and Language Development. Our staff place importance on developing positive relationships between staff, students and families.

The learning environment at Riva Primary School is created to foster a sense of ownership and respect, reflecting the identity

and culture of the children and families, and encouraging a connection to place.

Staff implement developmentally appropriate practices where:

- children are engaged in authentic, meaningful learning experiences through intentional teaching;
- children learn through active engagement and hands-on learning;
- there is a balance between teacher directed and child directed learning; and
- play provides an important part of the learning process.

Our staff use the WA Curriculum, WA Kindergarten Guidelines and Early Years Learning Framework (EYLF) to inform our intentional learning programs.

## Session times

### Kindergarten Blue Group

**Thursday**  
8.40am to 2.50pm

**Friday**  
8.40am to 2.50pm

**Alternate Wednesdays  
(‘Even’ Weeks)**  
8.40am to 2.50pm

### Kindergarten Gold Group

**Monday**  
8.40am to 2.50pm

**Wednesday**  
8.40am to 2.50pm

**Alternate Fridays  
(‘Odd’ Weeks)**  
8.40am to 2.50pm

### Kindergarten Green Group

**Monday**  
8.40am to 2.50pm

**Tuesday**  
8.40am to 2.50pm

**Alternate Wednesdays  
(‘Odd’ Weeks)**  
8.40am to 2.50pm

### Kindergarten Purple Group

**Monday**  
8.40am to 2.50pm

**Tuesday**  
8.40am to 2.50pm

**Alternate Wednesdays  
(‘Even’ Weeks)**  
8.40am to 2.50pm

### Kindergarten Red Group

**Thursday**  
8.40am to 2.50pm

**Friday**  
8.40am to 2.50pm

**Alternate Wednesdays  
(‘Odd’ Weeks)**  
8:40am to 2.50pm

### Pre-primary

**Monday - Friday**  
8.40am to 2.50pm

## Learning Program - Kindergarten

The program for Kindergarten at Riva Primary School provides a balance between explicit instruction and play based learning. The Western Australian Kindergarten Curriculum Guidelines and the Early Years Learning Framework (EYLF) inform the intentional programs developed by our teachers.

The five areas of learning and development in the Kindergarten Curriculum Guidelines are based on the five outcomes of the EYLF. These are:

**IDENTITY** - children have a strong sense of identity.

**CONNECTING & CONTRIBUTING** - children are connected with and contribute to their world.

**WELLBEING** - children have a strong sense of wellbeing.

**LEARNING & THINKING** - children are confident and involved learners.

**COMMUNICATING** - children are effective communicators.

## Learning Program - Pre-primary

At Riva Primary School the program in Pre-primary continues to provide a balance between explicit instruction and play based learning. All Pre-primary students are taught the content from the Western Australian Curriculum. In Pre-primary the following subjects will be taught:

- English;
- Mathematics;
- Science;
- Humanities and Social Sciences (HaSS);
- Technologies;
- Health and Physical Education; and
- The Arts.

In Pre-primary the students will be taught Music, and Health and Physical Education by our experienced specialist teachers.

## Attendance

Regular attendance is a critical factor in the success of your child at school. Attendance for all students is compulsory for Pre-primary students. In Kindergarten, although not compulsory, we strongly encourage regular attendance. The school will follow up all unexplained absences, including in Kindergarten. Please note that all instances of vacation that occur inside school terms are classified as unauthorised absences.

## Drop-off and Pick-up

Children in Kindergarten and Pre-primary are required to be taken to their classroom in the morning and picked up from the classroom in the afternoon by their parent or caregiver. Please contact the school if someone other than those listed on the student's details list will be picking up your child.

## Communication

Staff may be contacted via email or Seesaw. If you would like to speak to your child's teacher with a concern or to discuss your child's progress, please make an appointment with the teacher.

## Illness & Accidents

Keeping your child at home when they are sick helps to minimise the spread of infection to other children and staff. Please notify your child's teacher if your child is unwell and going to be absent from school. If your child becomes unwell during school hours, you will be phoned by the school to come and collect your child. Please keep your child home if they are experiencing any of the following:

- Live head lice
- Fever
- Cold/flu symptoms
- Weeping sores
- Diarrhoea or vomiting (do not attend school until 24-48 hours after it has ceased)

- Any infectious diseases e.g. influenza, measles, chickenpox, whooping cough, school sores etc.

If your child is involved in an accident, you will be notified by the school of the incident that occurred and any first aid provided.

### **Uniform & Personal Belongings**

The school uniform is a requirement for all Kindergarten and Pre-primary students. Please allow your child to wear Velcro or slip-on shoes until they can tie their own shoelaces. Clothes need to be easily managed for toileting and to encourage self-management skills. Please keep a spare set of clothes and underwear in your child's school bag in case of messy play or accidents.

A school bag which is large enough to have their lunch box and a spare change of clothes is recommended. It also needs to be easy for your child to carry. Remember to clearly label all clothing, shoes, hats and bags with your child's full name. We recommend you apply sunscreen before your child comes to school each day.

### **Morning Tea & Lunch**

**Drinks:** students need to bring a water bottle every day, with their name on it. Please ensure it is filled with water (no juice or cordial please).

**Morning tea:** we recommend 1-2 pieces of fresh fruit (cut up if necessary) or raw vegetable sticks and other healthy snacks. You may like to send morning tea in a separate container.

**Lunch:** please provide your child with a nutritional and healthy lunch – please avoid chips, cake and processed foods if possible. All food must be brought to school in a named lunch box.

The children are given adequate time to eat their lunch. All remaining lunch is put back in their lunch boxes so you have an idea of how much, and what, has been eaten.

Please check that your child can open/close their own lunch box independently. In warmer weather, we suggest including an icepack in your child's lunchbox.

### **Allergy Aware School**

Please be aware that we have students at our school who have severe and potentially life-threatening allergies to certain foods including nuts and eggs. Your consideration where possible is much appreciated.

### **Birthdays**

You are welcome to send a birthday cake to school with your child. Small cupcakes are preferable. The school will advise if there are foods or products that are a risk to students in our Early Childhood classes which we request are not sent to school.

### **Celebrations**

Throughout the year the students may be involved in learning about different celebrations and cultures. Please let your child's teacher know if you do not wish your child to participate in celebrations such as birthdays, Christmas and other cultural celebrations.

### **Family Involvement**

Parent involvement is encouraged to maintain important home and school partnerships. Your interest and involvement greatly encourages your child. A family roster chart will be developed by class teachers to facilitate parent assistance and involvement that is suited to the needs of the children and the classroom.

Rosters will be displayed on classroom noticeboards. Families will be informed of other opportunities to be involved throughout the year.

Family members other than direct parents/guardians will require a Working with Children Check. All volunteers must sign in through the front office.

# Promoting Expected Behaviour

## Consistent Support

We set everyone up for success by ensuring:

- we use **Active Supervision** and proximity by providing prompts, actively scanning the room and moving / interacting with students;
- we provide **Opportunity** for students to respond and engage;
- we use fast and frequent **Praise** to let students know when they are doing the right thing;
- we set students up to succeed by **Prompting** and reminding students what the expectation is before it is required;
- we explicitly teach social and emotional skills based on student need;
- we design our physical layout and resources to best facilitate learning;
- we develop and teach predictable routines.
- we display, define and explicitly teach classroom expectations;
- we check in and follow up with students about their perspectives, ideas and concerns;
- we share and learn about each other's lives and backgrounds using intentional activities to build a culture of connection, support and belonging; and
- we use the guidelines from Universal Design for Learning to ensure we are inclusive.

## Behaviour Expectations

At Riva Primary School we have a set of whole school behaviour expectations, and our staff will develop, in consultation with students, a set of classroom expectations.

These enhance communication and create a common language among staff, and between students and staff. This will allow us to clearly create a picture of a successful student and provide a guideline for students to monitor their own behaviour. These will be displayed for all students to see.

## Rewards

Rewards at Riva PS allow us to:

- increase expected behaviour so it becomes fluent to the student;
- build a sense of community through whole school and class goals;
- provide data on the frequency of positive feedback; and
- remind adults to recognise positive behaviour and provide feedback.

Rewards at Riva PS are:

- Permanent – if earned, they cannot be taken away – ever;
- group rewards are earned and participated in by everyone - if our team is doing well, we all do well;
- consistent with our Healthy Food policy;
- received once the agreed benchmark has been met – not on pre-set day / time; and
- always given with specific and clear statement about the behaviour displayed.

Rewards at Riva PS are not a leader board - there is no public individual tally of points, scores etc.

## Whole School Rewards

Our whole school reward program involves the handing out of tokens for students displaying a behaviour reflective of our school values and / or expected behaviours. The tokens will go towards a whole school reward voted on by the students. Each classroom will have also developed a classroom reward system in partnership with the students and staff.

## Good Standing

All students come into Riva PS with 'Good Standing'. This may be withdrawn by a member of the Leadership team at their discretion based on repeated absences, dress code violations or displays of disruptive behaviours. When students lose their Good Standing all extra-curricular opportunities are lost. The Leadership team will work with students and their families to create an individual plan to regain their Good Standing.

Respect • Inclusion • Achievement



## General Information

### Absences

Regular attendance is a critical factor in the success of your child at school. Attendance for all students from Pre-primary to Year Six is compulsory. In Kindergarten, although not compulsory, we expect regular and consistent attendance. The school follows up all unexplained absences, including in Kindergarten. Please note that all instances of vacation that occur inside school terms are classified as unauthorised absences. The school policy is to not provide work for students to complete during their family holidays as this sends the message that the school condones such absences.

### Absentee Notification

If something unforeseen happens to your child on the way to school, you would most likely not become aware of anything being wrong until after home time. The school would presume that the child was away because of illness. In order to prevent this misunderstanding, the school uses an SMS notification system for student attendance. This system will send a text message for any unexplained absence. This generally occurs by 9.30am each school day, but may be delayed due to technical difficulties. If your child will not be at school please advise us by telephone, SMS or email prior to 9.00am.

### Accident or Illness

Minor accidents are treated at school.

In cases of more serious accidents or illness, we will contact you at once. Please ensure that we have up-to-date contact information. It is important for the school to have an emergency contact number in case you are not contactable. Children who are obviously ill before school should not attend.

### Arrival

Students are welcome at school from 8.15am, when gates open, (unless enrolled in Out of School Hours Care, which opens at 6.30am). Students arriving prior to 8.30am must go to the undercover area where they will be supervised by school staff.

Students will be released from the undercover area at 8.30am to go to classrooms to prepare for the day. Students are not to be on the school grounds prior to 8.15am unless for a school organised activity. School commences promptly at 8.40am. Students arriving after 8.45am are deemed to be late and must call in to the front office to receive a late slip.

### Assemblies

School assemblies will be held in the Undercover Area once per fortnight on a Friday starting at 8.45am. Assemblies will be advertised in our school newsletter. The assemblies are run by different classes in rotation and will generally include a class item, announcements and the presentation of achievement certificates. Parents and friends are, of course, welcome to attend.



## Positive Behaviour Support

***Everyone's behaviour is their best attempt to have their needs met.***

Our cohort of students are beautifully diverse in their cultural, academic, physical, social, and emotional needs and each student will walk into our school with their own set of behaviour beliefs.

Through our Behaviour Support processes and practices we aim to create a shared set of expectations around social, emotional, and academic behaviours so we can come together as one to be Riva – Respectful, Inclusive and Achieving.

Through our approach we ensure:

- we focus on the positive;
- we use our Riva Instructional model and strategies to teach behaviour expectations and social-emotional skills;
- we have different levels of support to respond to behaviours; and
- we use data to guide us in supporting students' physical, social, emotional and academic behavioural needs.

Behaviour at Riva Primary School is split into 2 areas:

- Promoting Expected Behaviours; and
- Responding to Behaviours.

### **Promoting Expected Behaviours:**

We establish clear expectations and supports to meet these expectations

### **Responding to Behaviours:**

We ensure a consistent response to behaviours, strengthening understanding of expectations and provide extra supports where needed.



# Responding to Behaviours – Our Levels of Support

When responding to behaviours we want to do it **F.A.S.T.**

**Functional:** address the reason why a student is behaving this way;

**Accurate:** keep responses accurate and consistent;

**Specific:** be as specific as possible; **Timely:** respond to behaviour immediately.

## When students are showing expected behaviours

- we state what the student has done that relate to the behaviour expectations;
- we acknowledge with a fast and frequent reward – classroom based;
- we can acknowledge with a Short term reward - compilation of classroom based or whole school reward; and/or
- we can acknowledge with long term reward – compilation of classroom based or whole school reward.

## When students are showing infrequent and non-disruptive unproductive behaviours

- we can draw as little attention as possible to the behaviour;
- we can use planned ignore;
- we can provide a brief and specific Error Correction;
- we use our ‘Promote Expected Behaviour’ strategies; and/or
- we check and see if there is any documentation relating to student need.

## When students are showing repeated and non-disruptive unproductive behaviours OR disruptive behaviours

- We can **Reteach** expected behaviour;
- We can provide a **Choice** related to expected behaviour;
- We can offer **Timeout from reinforcement**; removal of preferred activity or item OR removal from environment;
- The Teacher makes contact with Parent / Guardian;
- The Teacher records details on Integris and begins to Collect Data and form a **Support Plan**

When we are assigning a consequence to a behaviour we want to ensure the purpose of the consequence is to either: Prevent escalation; minimise the reward of problem behaviour; creating a learning opportunity to teach desired behaviour and/or maintain instructional time for remaining peers.

## When students are showing Repeated Disruptive behaviour errors OR Leadership Managed behaviours

- We complete a **Support form** and refer to Leadership;
- Leadership will make contact with Parent / Guardian;
- Leadership will decide on response and record;
- As a team we will review the **Support Plan** and seek outside agency support if deemed needed; and
- Leadership may implement the loss of **good standing** and a plan to regain this.

### Bicycles and Scooters

We strongly encourage active and car-free transport options such as using bikes and scooters to get to and from school. Please model and facilitate the use of personal protective equipment, most especially a bike helmet as required by law. We have two secure bike / scooter compounds within the school grounds which are locked during the school day. You are welcome to also use personal locks as an extra level of security. There may be times as part of our learning or play programs where the use of bikes and scooters will be allowed throughout the school grounds under staff supervision. At all other times, bikes and scooters must be walked through the grounds.

While the bike and scooter compounds will be locked outside of school hours, please be aware that student personal belongings are not covered by the schools' insurance, and we highly recommend that bikes and scooters are not left behind after school.

### Children's Belongings

Parents are requested to see that all clothing and belongings are marked clearly with the child's full name. It is extremely difficult to trace unnamed lost property. Teachers will assist children in caring for and looking after belongings but ultimately it is the child's responsibility to take care of their own things.

### Collecting Children from School

Please ensure your child knows how to get home if you are not collecting them from school. If at any time you are unexpectedly caught out and cannot meet your child, please make alternative arrangements and notify either the office or the teacher. This avoids a tearful end to the day.

Kindergarten and Pre-primary students must be collected by a parent or known nominated responsible adult. Pre-primary students may be collected from class by an older sibling only if all children are being picked-up by an adult from one of the pick-up / drop-off zones.

School gates open 15 minutes prior to the end of the school day and are closed 10 minutes after dismissal time. Any students remaining after this time may be collected from the school reception.

Frequent early arrival in the morning or late pick-up in the afternoon would suggest the need to enrol with out of school hours care.



## Bullying

**Riva Primary School has zero tolerance towards bullying.**

As defined by the *National Centre Against Bullying*, Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm.

There are three types of bullying behaviour:

- **Verbal bullying** which includes name calling or insulting someone about physical characteristics such as their weight or height, or other attributes including race, sexuality, culture, or religion
- **Physical bullying** which includes hitting or otherwise hurting someone, shoving or intimidating another person, or damaging or stealing their belongings
- **Social bullying** which includes consistently excluding another person or sharing information or images that will have a harmful effect on the other person.

These behaviours can occur in person or online, directly or indirectly, overtly or covertly.

If any of these behaviours occur only once, or are part of a conflict between equals (no matter how inappropriate) they are not bullying. The behaviours alone don't define bullying.

Bullying can be by direct or indirect means:

- **Direct bullying** occurs between the people involved, whereas indirect actions involve others, for example passing on insults or spreading rumours.
- **Indirect bullying** mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem.

Bullying can be easy to see, called overt, or hidden from those not directly involved, called covert.

**Overt bullying** involves physical actions such as punching or kicking or observable verbal actions such as name-calling and insulting. Overt, direct, physical bullying is a common depiction of bullying (this is sometimes called 'traditional bullying').

**Covert bullying** can be almost impossible for people outside the interpersonal interaction to identify. Covert bullying can include repeatedly using hand gestures and weird or threatening looks, whispering, excluding, or turning your back on a person, restricting where a person can sit and who they can talk with.

Covert social or verbal bullying can be subtle and even sometimes denied by a person who claims they were joking or 'just having fun'.

Some bullying is both covert and indirect, such as subtle social bullying, usually intentionally hidden, and very hard for others to see. This type of bullying is often unacknowledged at school, and can include spreading rumours, threatening, blackmailing, stealing friends, breaking secrets, gossiping and criticising clothes and personalities.

Indirect covert bullying mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem, that is, through psychological harm rather than physical harm.



Signs you might notice if bullying is occurring include if a student:

- becomes aggressive and unreasonable
- starts getting into fights
- refuses to talk about what is wrong
- drops in academic performance.

Less obvious signs could include if a student:

- is often alone or excluded from friendship groups at school
- is a frequent target for teasing, mimicking or ridicule at school
- changes their willingness to speak up in class
- withdraws from friends and activities they previously enjoyed
- appears insecure or frightened in the classroom.

At Riva PS we work to create a school culture where bullying is unable to thrive by:

- Explicitly teaching and promoting social and emotional skills.
- Implementing targeted approaches for those who are involved in bullying incidents through Support Plans.
- Enforcing a consistent and clear response to bullying behaviours through our Responding to Behaviours – Levels of Support.
- Modelling respectful, caring and inclusive behaviour at all times

<https://bullyingnoway.gov.au/>



Artwork by  
Surdeep W.  
Riva student in 2022



# Communication

Our success hinges on the quality of our partnership with students, parents, families and our community. We believe in “no surprises” (except for good ones)! Riva Primary School uses a variety of platforms to provide information to our school community.

## Email

We have a school email address for all official communication with the school, including for contact with individual teachers. Please email **Riva.PS@education.wa.edu.au** with any queries, absentee notifications, or requests for interviews with staff members. We are quite efficient with responses, but it may sometimes take a day or two, as staff are engaged in delivering our teaching and learning programs and may not get to check emails immediately.

## Facebook

Our school has a ‘closed’ Facebook group called Riva Primary Parents. Membership is limited to current parents of students at our school. All posts are moderated, in accordance with the page guidelines.

This group brings parents / carers and the school together, as a place to have questions answered, share information and inform the community of upcoming fundraisers and school events. To join the group, send a request via Facebook.

The school also maintains a public Facebook page called Riva Primary School. This page is used for sharing achievements and news with the wider community.

## Interviews

It is hoped that parents and teachers will have contact regularly on an informal basis. Scheduled interviews are our preferred method to discuss issues that require time and attention, to ensure that meetings are productive for all concerned. This is often not possible to accommodate

in the rush just before and just after school, when teachers, parents and students are busily preparing and attending to the multitude of tasks that take place.

To arrange an interview, please send a note to the office staff or teacher. The Deputies and the Principal are also available to see parents by appointment.

## School Website

Our website contains all the information that you need to know. It houses our policies, plans, news of upcoming events as well as handy documents. Visit us at **www.rivaps.wa.edu.au**

## Seesaw

Riva Primary School has partnered with Seesaw as a communication and online learning platform. Each classroom will have a Seesaw page for their class group, with other Seesaw areas for specialist classes and whole school communication.

Information on how to download the app or access this through a browser will be provided by your child’s class teacher. Part of our preparations for continuous learning, including if we ever had to move to online teaching and learning involve Seesaw.

Seesaw allows for parents to have insights into their child’s learning, see and comment on their work, and provide general communication with classroom staff.

## Telephone

The school office is open from 8.00am – 3.30pm on school days. Our telephone contact number is **9562 8600**. It is best to call the school to schedule an appointment to see particular members of staff so that we are able to ensure their availability.

### Custody

If one parent has day to day care of children please inform the Principal if there are access provisions for the other parent. Similarly, should there be other legally binding directives that impact on the school please advise office staff and provide copies of all relevant documents. The school can only act upon legally enforceable orders.

### Dogs, etc.

Parents are asked to make an effort to avoid family pets following children to school where they may cause distress, nuisances and possibly danger for our students and school community. Parents are requested to please not bring dogs to school when picking up their children, whether on a leash or not.

### Duty

There are always sufficient teachers on duty before school, during recess and lunch breaks to adequately attend to playground issues.

Our Duty Staff wear bright purple high-visibility vests for easy identification.

Students should, in the first instance, refer to a duty teacher if issues arise that cannot be resolved.

### Excursions

Some educational excursions will be arranged for each class. Written advice is sent to parents for every excursion. It is desirable that all class members participate in planned excursions which are part of the teaching program. Money for class excursions should be sent in a sealed envelope with your child's permission slip to the class teacher or paid electronically into the school bank account using your child's name as a reference. EFTPOS is available in the front office. You can also pay over the phone with Credit Cards only. In the event of financial difficulty, please contact the office.

Student participation in excursions is contingent on maintaining appropriate standards of behaviour at school (good standing), and the return of all forms and payment where requested.

### Exemption from Physical Education & Sport

Children are expected to take part in these lessons. Children will be exempt only if a note or medical certificate is forwarded to the class teacher.

### Factions

All children are placed in to a faction on enrolment at the school. Our factions are:

Argyle	Blue
Beeliar	Green
Nara	Purple
Swan	Gold

Our Factions are named for 'waters,' being a Lake (Argyle), Wetlands (Beeliar – Noongar name for the Boodjar (land), Ocean (Nara – Noongar name for Indian Ocean) and River (Swan).

Students are encouraged to wear their faction shirts each Friday, and for relevant sporting events throughout the year.

### Hat Policy - No School Hat, No Play

The school has a policy that children are to wear the approved, compulsory Riva Primary School bucket hat when doing physical education and when outside at play. The wearing of the school bucket hat is compulsory, all year round. Please ensure your child's name is marked on their hat.

It is expected that each child wears the school-endorsed hat for all outdoor play, sport and activities including excursions and that lost, misplaced or outgrown hats are replaced as soon as possible. The Riva Primary School hat is available for purchase through Lowes at Centro Maddington or online at [www.lowes.com.au](http://www.lowes.com.au)

# Concerns, Complaints & Compliments

Riva Primary School is founded on respect and strong partnerships with students, families and our community. We strive to achieve, setting high expectations for the performance of the school in every aspect of our operations.

Our school is a community within itself, with a student population over 400 in our first year, more than 50 staff, and 300 families. Working for our students means that we may not be available to respond to or resolve your queries instantly, but we most definitely will provide a response and assistance, within the following guidelines.

## The school will manage school-related issues

The school and Principal has the legitimate authority to manage the premises, students and staff. Should any aspect of school operations, student or staff behaviour cause concern, please report your concern directly to the school.

Under no circumstance should parents or adults approach Riva students to verbally or physically intervene in school-managed situations. Adults who threaten, intimidate or otherwise disrupt our students and school will be subject to prohibition orders.

## I want to see / speak to the Principal

Many people don't want to tell their story more than once, or be passed around, and want to go 'straight to the top.' At Riva, we ask that you start with those in the know, which is almost always the classroom teacher. Only if your concern remains unresolved, should you request an appointment with a Deputy Principal. Deputy Principals will determine which matters need the intervention of the Principal.

## Put it in writing

If, after your conversation with the staff member, your concern is not resolved, please formalise your concern in writing addressed to the Principal. Written complaints received will be acknowledged within 1-2 school days.

All written complaints will receive a written response, which will be sent within a maximum of 10 school days. We are generally much faster than these timeframes, but some issues require more involved investigation.

## The next step

If, after making a formal complaint, you are still not satisfied with the response or resolution offered by the school, or, if your complaint is about the school Principal, you may contact the Coordinator of Regional Operations at the South Metropolitan Education Regional Office.

## Extreme and exceptional circumstances

In the extremely rare and exceptional circumstance where a complaint relates to the alleged improper conduct of a Department employee, the complaint can be made to The Director General of the Department of Education.

## Compliments are gratefully received

We appreciate that there will be occasional issues that arise, however, the majority of the time, the school will operate harmoniously, with the support of our community, fantastic staff and students. It is great to take the time to acknowledge the individuals, team and school that make the difference for your child. If something is going well, be sure to let us and everyone know!

# Head Lice Policy

## The parent's responsibility is:

- to comply with the school's head lice policy
- to check their child's hair for head lice infestation regularly
- to read the Department of Health's Head Lice pamphlet
- to treat their child's hair immediately if the child has head lice
- to inform the school if their child has a head lice infestation.

## The Community (School) Nurse

The community Nurse's role is to provide information, advice and education to parents and the school community about head lice management.

## The School's role is:

- to develop, implement and maintain a head lice management policy
- to provide a copy of the Department of Health Head Lice pamphlet at enrolment and on request.

## The Department of Health's Head Lice Fact Sheet will be:

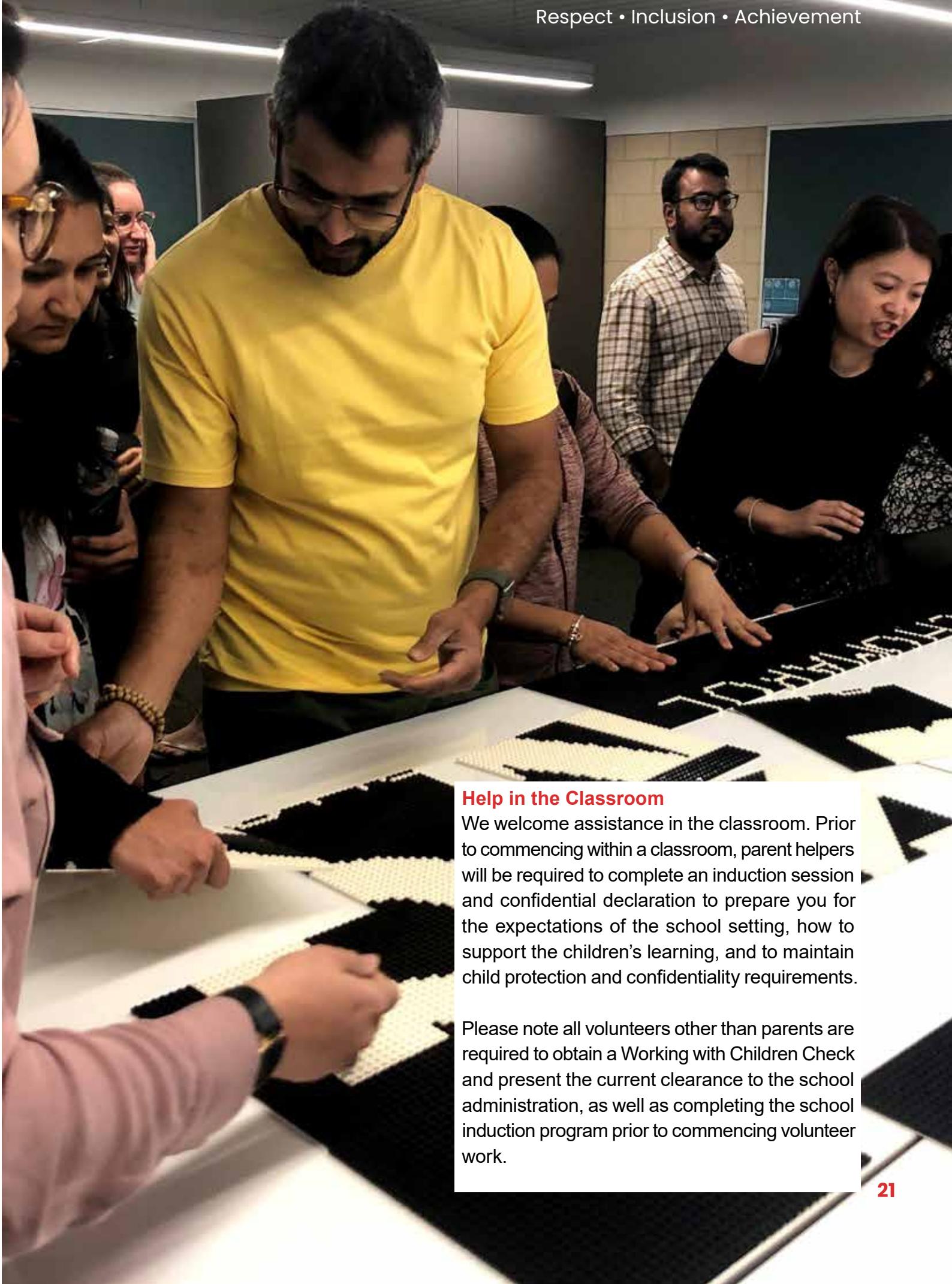
- included in the enrolment package
- sent home to parents of a child with head lice
- promoted in the fortnightly school newsletter and by other advertising means.

## Other head lice education strategies:

- head lice information will be included in class activities where appropriate, e.g. personal development (how to identify head lice and comb out)
- head lice management education sessions will be provided by the Community (School) Nurse for staff, parents and P&C members, to ensure the school community is well-informed
- Parents who need further advice or who experience difficulty with treatment may be referred to the Community (School) Nurse for assistance

## Additional Key Points

- Coordination of the Head Lice Policy will be undertaken by the Deputy Principal. The Deputy Principal will be the contact person for staff and parents for dealing with head lice issues. Teachers who have concerns regarding the return to school of the child with head lice, or regarding the 'Confirmation of Commencement of Treatment' slip, should refer to the Deputy Principal
- Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal until treatment has begun and most eggs have been removed, in accordance with the Department of Health treatment advice. In practice, this means students can return to school the day after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion
- The School advises that parents should use the Department of Health's recommended treatment as described in the Head Lice Fact Sheet.



### Help in the Classroom

We welcome assistance in the classroom. Prior to commencing within a classroom, parent helpers will be required to complete an induction session and confidential declaration to prepare you for the expectations of the school setting, how to support the children's learning, and to maintain child protection and confidentiality requirements.

Please note all volunteers other than parents are required to obtain a Working with Children Check and present the current clearance to the school administration, as well as completing the school induction program prior to commencing volunteer work.

# Homework Policy

## Rationale / Beliefs

Homework for primary school children should be minimal, so that a balance of play, rest and exercise can be achieved. In the early years homework should largely be informal and non-compulsory. As children move towards the upper primary years they should progressively be exposed to more structured homework requirements in order to facilitate a smooth transition to secondary school through the development of good study habits. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school/home partnerships.

## Policy statements

These statements are to provide for a uniform approach to homework at Riva Primary School. They articulate a clear position to parents, staff and students about expectations and our approach to homework at Riva Primary School.

## Time allocations

### Years 1 – 2

No formal homework set but daily home reading is strongly encouraged for 10-20 minutes each day. This should involve children reading to parents, parents reading to and with children and children reading independently.

### Years 3-4

No formal homework set but daily home reading is strongly encouraged for 10-20 minutes each day. This should involve children reading to parents, parents reading to and with children and children reading independently with the addition of occasional incidental homework to support classroom activities.

### Years 5-6

Up to 20 minutes of independent reading is strongly encouraged. Parents are still encouraged to read to and with children. Monday – Thursday students work towards an established routine of up to 30 minutes of set homework daily.

## Nature of homework

### Years 1 – 2

- home reading – parents, students, parents & students
- voluntary searches for information and artefacts to support classroom themes and/or activities.

### Years 3 – 4

- home reading – shared and independent
- voluntary searches for information and artefacts to support classroom themes and/or activities
- voluntary practise of basic number facts.

### Years 5 - 6

- independent home reading
- voluntary searches for information and artefacts to support classroom themes and/or activities
- specific tasks to support classroom learning progress
- practise of basic number facts
- targeted strategies to reinforce new concepts.

## Students Requiring Additional Support

Some students have particular learning needs due to a learning difficulty or developmental delay. On occasions it can be useful to support such students with targeted specific activities designed to reinforce or develop a concept. Teachers and parents can work together to negotiate such activities always based on the premise of encouraging and supporting the child - not pushing them beyond their limits.

### Alternatives to homework parents can use to support student learning

All Years

- board games, card games, dice games;
- reading stories at bedtime;
- cooking;
- outdoor games and activities;
- play charades and other drama -type activities;
- watch TV together and talk about the issues;
- do crosswords, puzzles and jigsaws;
- use a computer to search for interesting educational internet sites.

Where  
homework  
is set, at any  
stage it is expected  
that students will  
be provided with  
appropriate  
feedback.

Artwork by  
Bianca  
Riva student in 2022

### Illness and Personal Hygiene

The school maintains high levels of cleaning and encourages all in our school community to regularly wash their hands, cover coughs and use sanitiser where necessary. To avoid the spread of infection, students must not attend school if they feel unwell, have a persistent cough or fever.

### Infectious Diseases

The following diseases require exclusion from school: Chicken pox, head lice, influenza, measles, mumps, ringworm, rubella, school sores and trachoma.

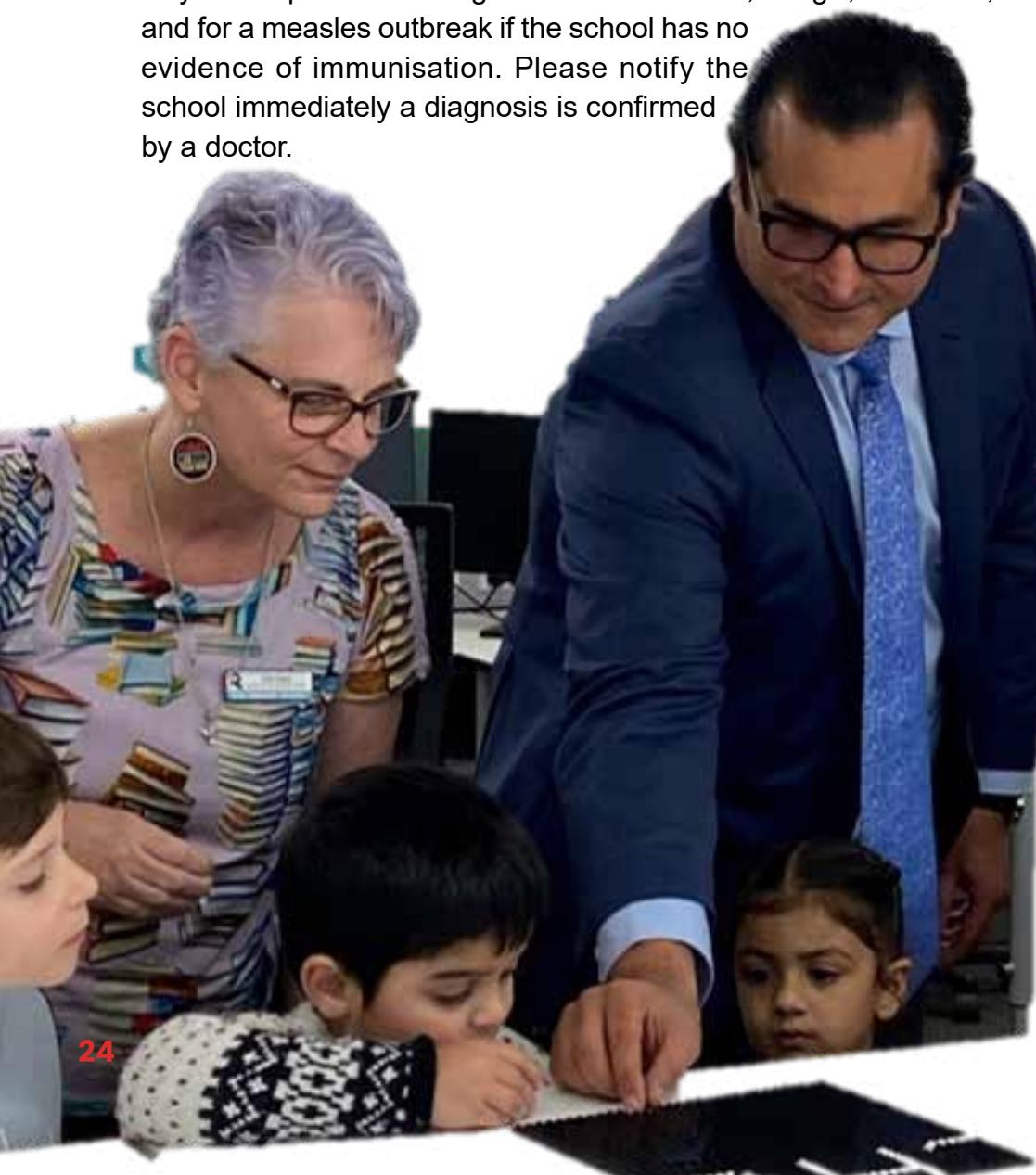
Check with the Principal for the length of exclusion in each case. If in doubt consult your doctor. Parents will be asked to collect their children if they are suspected of having an infectious disease, and for a measles outbreak if the school has no evidence of immunisation. Please notify the school immediately a diagnosis is confirmed by a doctor.

### Lost Property

All clothing items found are put on a lost property rack in the library, and children and parents are welcome to look in it at any time if items have been lost. Items not claimed at the end of each term will be donated to charity. Please make sure that all clothing is clearly marked with your child's name.

### Medication

Some students require medication at school on a regular basis. If this is the case, you should complete the appropriate Health Care Plan which can be obtained from the front office. Based on information given, processes will be established for safe storage, recording and administration of the medication. Please note, self-administration is a preferred option depending on the child's age, however, the school will support and supervise this process. Students should not be carrying medication in their school bag unless agreed as part of the health care plan. Parents need to ensure that medication forwarded to the school has not exceeded the expiry date, and replenish supplies in line with the published expiry date.



## Medical Needs Register

If your child suffers from a serious or life threatening condition, eg peanut allergy, diabetes, epilepsy, you are required to complete a Health Care Plan for your child and provide medication if it is required. The information is confidential and is only used to ensure your child receives the appropriate medical attention should the need arise. Only staff have access to this information.

## Mobile Phones and Devices

At all Public Schools in WA, students are not permitted to have or use mobile phones or personal electronic devices whilst at school unless specifically required as part of the teaching and learning program. Devices must remain switched off and away in school bags, or handed to the class teacher for storage. Students found to be using mobile phones during the school day will have the device confiscated, to be collected by parents.

## Money, Valuables and Toys

All money should be sent to school in a secure manner, preferably in a sealed envelope, labelled with name, amount and purpose of money. For ease of handling, the correct amount should be enclosed. If it is necessary for a child to have a sum of money at the school, the child should place it in the care of the class teacher for security. Valuables and toys are not to be brought to school, as the school cannot accept responsibility for these.



### **Parents & Citizens Association**

Riva Primary school will be forming a Parents and Citizens (P&C) Association early in 2022. The P&C works in partnership with the school in fundraising, community building and representation and is a fantastic avenue for community involvement. Meetings will be held twice per term, as well as opportunities for helping out with special events and activities.

Meeting dates, information and contacts will be advised through our newsletter, Facebook and Seesaw throughout the year.

### **Parking**

There is ample parking available on the school site, and we ask that parents and community members remember at all times that Riva Primary School is a place for students, and their safety is worth a few extra seconds or moments of care and thought when parking.

Please follow all directional markings and signs and park only in marked bays. ACROD permits are required for anyone making use of these bays, even if only for a few minutes.

Loading bays and zones are designated for the use of goods and service vehicles, not for set-down or pick-up of students. The Riva Primary School Parking and Traffic Management Plan is available from our website and gives maps and suggestions for the best parking based on your child's year level, and operational guidelines for use of the Kiss and Ride facility.

If parking on the road embayments around the school, please comply with all signage and road laws, as well as displaying the respect for which our school should be known by not obstructing entrances, driveways or roundabouts. City of Armadale Rangers will likely conduct audits including issuing infringements.

### **Peanut and Allergy Aware School**

We request that parents consider that Riva Primary School includes students and staff who have life-threatening allergies to peanuts and nut products and other allergens. We would appreciate it if nut products were not brought on to the school premises.

### **Personal Requirements Lists**

Parents are expected to provide items required for the personal use of students such as pens, pencils, rulers, erasers, coloured pencils, felt pens, calculators, workbooks, etc. A list of these requirements is made available in Term Four each year and parents can choose to purchase supplies from any supplier, although the school encourages you to use our preferred supplier and to shop locally. The current personal items lists are available on our school website.

### **Reading and Library Books**

We are lucky at Riva to have a well-equipped Library. In order to preserve our books and extend the life of each book, all children are expected to have a library bag, but, never fear – all students in our inaugural year are provided with a Riva Primary School Library Bag at no cost. The library bags protect the library books when the children take them out – and are a must for each borrowing day, as well as for our home readers. As you can appreciate library books are expensive to purchase and we need to keep them in good condition for as long as possible.



### **Reporting to Parents**

In 2022 formal reporting will occur at the end of Semesters 1 and 2. Reports will be emailed to the person recorded as the primary caregiver in our school records – please ensure that you keep the school updated with your latest email address. Formal reports detail your child's progress and achievement in key learning areas, indications of his/her attitude, behaviour and effort as well as comments and an opportunity to request parent interviews. Parents are encouraged to contact class teachers throughout the year to discuss your child's progress.

### **School Board**

The purpose of our School Board is to provide opportunity for parents and the wider community to take part in the shaping and monitoring of the school's objectives, and general policy directions. Parent and community members form the majority of the Board. The whole parent population will be advised when nominations are invited to fill Board vacancies. The Board will meet twice per term and other times as deemed necessary. All meetings are open to the public.

### **School Grounds and Property**

It is Government policy that school facilities and resources are made available for use by the community. Written applications must be submitted for use of school grounds and property and must be approved by the Principal. Anyone seeing anything untoward or people acting suspiciously on school property are asked to telephone School Security on 9264 4771 or School Watch on 1800 177 777.

### **School Health**

This school is visited by a district based School Nurse, who is a registered nurse. The aim of the School Nurse is to help children achieve good health so they can get maximum benefit from their education and enjoy a full life. Health appraisals are offered in Kindergarten and where necessary in other years. Screening procedures

for detecting vision and hearing impairments and other medical based conditions are conducted when requested by teachers and parents. Where concerns are identified or suspected, the child's parents are informed and referrals for more extensive assessment are made. The School Nurse is available for parent discussion if requested.

### **School Psychologist**

Our school psychologist is with us on a weekly basis. Children may be referred to the school psychologist where there is concern about academic, behavioural, social or emotional problems affecting the child's progress at school. The school psychologist is a qualified specialist able to make recommendations on courses of action to be taken or offer advice on further referral, should this be necessary.

### **Swimming (In-Term)**

The school has booked a series of swimming lessons for children from Pre-primary to Year Six. There is a cost to parents made up of a charge for pool entrance and bus fare. Parents are asked to pay for the series of lessons in advance so that the cost of hiring the bus is covered.

### **Withdrawal of students from school**

Children are the responsibility of teachers throughout the school day. All requests to take children away from school during school hours must be in writing to the class teacher or directly to the Principal. Parents collecting students early must come to the front office and complete the required documentation prior to collecting their child/children. Students are not to leave the school grounds without permission.

## Uniform

Our school dress and presentation requirements are tangible evidence of the high standards expected of and achieved by the Riva Primary School Community. The benefits of our school dress code include: promoting a positive image of our school and creating a sense of inclusion, belonging and identity among students; promoting safety of students through easy identification; keeping costs of clothing within reasonable limits for parents; and assisting students to learn the importance of appropriate presentation.

Acceptance of your enrolment at Riva is taken as agreement to abide by our dress code.

**Riva Primary School Uniform will be available (not in stock yet) from  
Lowes at Centro Maddington Shopping Centre, or  
online at [www.lowes.com.au](http://www.lowes.com.au)**



### Shirts

- Red school polo shirt with logo
- Faction t-shirt (red, blue, gold or green) for wear on Fridays and designated events only

### Jackets / Jumpers

- Black fleece jacket with school logo
- Black pullover with school logo
- Black puffer vest with school logo

### Pants / Skirts / Skorts

- Black shorts, pants, skorts, sports skorts, skirt or trackpants with school logo
- School dress with logo

**Plain black** garments are approved for use within our school dress code for all skirt/skort/short/pants options and do not need to have the school logo. These can be purchased from any supplier. This option is only for plain black garments, for example black pants with a three white stripe motif are not acceptable.

### Accessories

- Students are encouraged to wear hair accessories, scarves, skivvies (under school uniform) consistent with the school colours of red, black and teal.

### Hats

The Riva Primary School Bucket Hat is compulsory. All students commencing in 2022 will be provided with a Riva Primary School Bucket Hat at no cost to families.

### **The following do not meet our required dress standard and should not be worn to school:**

- Any item of denim clothing
- Make up including nail polish
- Torn, ripped or dirty clothing
- Thongs or flimsy footwear
- Loose long hair—all hair shoulder length and beyond to be tied back (all students).

# The Y – Out of School Hours Care

YMCA Riva Primary School provides Before, After School Care and Vacation Care from Kindergarten to Year 6.

The service is located at Riva Primary School. Enrolment costs are all inclusive of incursions, excursions, transportation, morning and afternoon tea. We have a team of qualified and passionate Educators who are committed to providing a high quality and inclusive environment for all school aged children.

Educators at YMCA Riva Primary School believe each child has their own unique essence that makes them special individuals that deserve to have a safe and nurturing environment to allow them to grow, learn, flourish and express themselves. Children have the right to feel valued and it is important for them to feel a sense of belonging as this helps them in the development of who they will become.

We understand that each child is different and we like to provide a welcoming space that is a supportive and safe environment for them to explore their own interests while having the opportunity to try new activities. We understand that each child needs time to just “be”, to play, to try new things, to explore their environment and to just have fun.

## Operating times (Monday to Friday)

### Before School Care

#### 6.30am to School Starts

During the morning the children are offered a nutritious breakfast. The morning session includes a range of age appropriate indoor and outdoor activities.

### After School Care

#### End of School to 6pm

During the afternoon children are offered a nutritious afternoon tea, the opportunity to complete any homework and join in on a range of age appropriate activities until children are collected. Educators work closely with children to develop a program that is based on their interests and skill level.

Please ensure that your child is collected prior to 6pm, due to staffing requirements late fees will apply to families who collect their children after this time.

### Vacation Care

#### 6.30am to 6pm

Vacation Care provides fun school holiday programs for the thriving middle years. We will provide morning and afternoon tea and go on exciting excursions such as roller skating, movies, bowling and ice skating at no additional cost.

### How to enrol

1. Visit [www.ymcawa.org.au](http://www.ymcawa.org.au) and find **Riva Primary School**
2. Scroll down and sign in or create a *My Family Lounge Account*.
3. Create your booking through the calendar.

### Fees

Full fee rate\*

Before School Care

\$25 Permanent booking

\$26 Casual booking

After School Care

\$35 Permanent booking

\$36 Casual booking

### Vacation Care

\$79 Early bird (bookings made 2 weeks before Vac

Care commences)

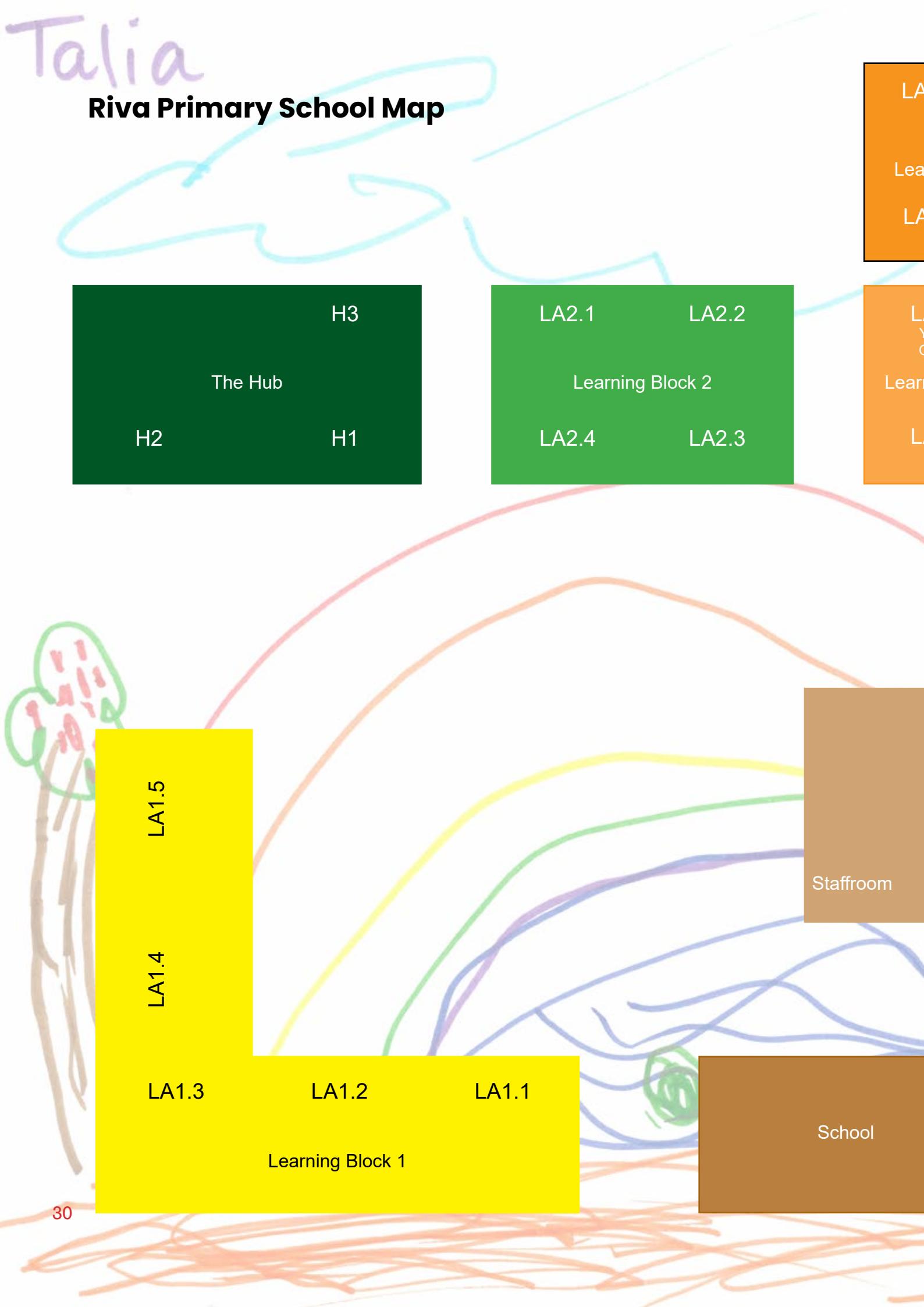
\$84 Casual booking

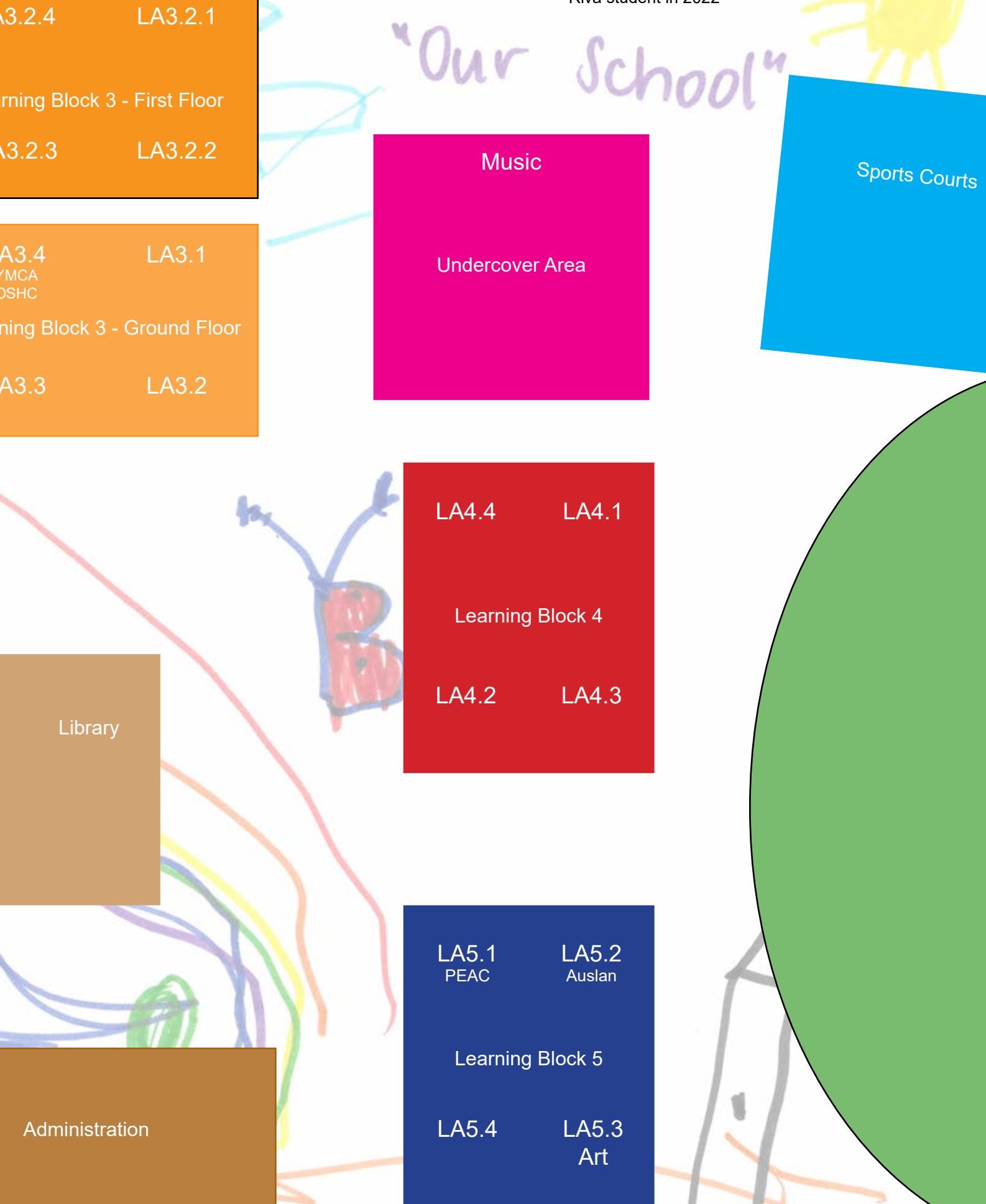
\*Please ensure your Child Care Subsidy (CCS) has not ceased.

Contact [oshc@ymcawa.org.au](mailto:oshc@ymcawa.org.au) to assist in activation if needed.

# Talia

## Riva Primary School Map





**Riva Primary School**

33 Riva Entrance

PIARA WATERS WA 6112

t: 9562 8600 w: rivaps.wa.edu.au

e: Riva.PS@education.wa.edu.au



**Riva**  
PRIMARY SCHOOL