



Acknowledgement of Country

We at Riva Primary School acknowledge and respect the Beeliar Noongar people and their continuing connection to 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 it's people. We extend this respect to Elders; past, present and emerging and to all First Nations Australians reading this today.

We are all included and respected here.



Welcome

It is with pride that I welcome you to Riva Primary School. Now entering our third year, we are a diverse and strong community, delivering on our school vision, where:

We imagine a better school for every student, and then become that better school, every day.

Our vision is delivered in alignment with our school values, developed in partnership with our community: Respect, Inclusion and Achievement.

This booklet has been developed to give an overview of our school operations, policies and information and to detail ways that we can work together to meet expectations and deliver for our community, and above all, for our students.

I look forward to working with you throughout the year.

Yours sincerely

A handwritten signature in blue ink that reads "A. C. Chaplin".

Aaron Chaplin
Principal

Need to know



Term Dates

Term 1

Wednesday 31st January – Thursday 28th March

School Holidays

Friday 29th March – Sunday 14th April

Term 2

Monday 15th April – Friday 28th June

School Holidays

Saturday 29th June – Monday 15th July

Term 3

Tuesday 16th July – Friday 20th September

School Holidays

Saturday 21st September – Sunday 6th October

Term 4

Monday 7th October – Thursday 12th December

School Holidays

Friday 13th December - Tuesday 4th February 2025

School Development Days & Public Holidays

School Development Days (students do not attend)

Monday 29th January

Tuesday 30th January

Friday 26th April

Monday 15th July

Monday 7th October

Friday 13th December

Public Holidays (students do not attend)

Labour Day

Monday 4th March

Good Friday

Friday 29th March

Easter Monday

Monday 1st April

ANZAC Day

Thursday 25th April

WA Day

Monday 3rd June

King's Birthday

Monday 23rd September

Contacts

Front Office 9562 8600

SMS Attendance 0456 575 024

School Watch 1800 177 777

School Security 9264 4771

Riva Primary School Email
riva.ps@education.wa.edu.au

Riva Website
www.rivaps.wa.edu.au

Information correct at date of publication, December 2023. Keep up to date with term planners from the school website at www.rivaps.wa.edu.au

The School Day

Gates open 8.15am
Classrooms open 8.30am
Classes commence 8.40am
Learning Block 1 8.40am - 10.30am

Recess 10.30am - 10.50am

Learning Block 2 10.50am - 12.30pm

Lunch 12.30pm - 1.10pm

Learning Block 3 1.10pm - 2.50pm

Dismissal 2.50pm

Respect Inclusion Achievement

It is no mistake that you cannot spell Riva without an R, and I and an A – Respect, Inclusion and Achievement. And the V? – that’s for everyone.

We believe that every child is owed the opportunity to achieve their potential, and to be supported, nurtured, challenged and enabled to get there.

This begins with our foundation of Respect. We respect the diversity of our community, families, students and staff, and the richness of language, cultures and experiences that we all bring to Riva. We aim to reflect, learn, celebrate and represent all in our school community – that everyone feels safe, and a sense of belonging at our school.

At Riva, we are committed to meeting the needs of all of our students, through expert teaching, learning, instruction and support that meets students where they are at, alongside their peers, in their classrooms.

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

We are not an education support school. We are a student support school – for every student, in every classroom, every day.

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.



Providing support for students does not always 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.

Having support within classrooms, and expanded services and facilities enables assistance where it is needed. Inclusion is not just about ability. 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, therapists and our school psychologist and Chaplain. We work with allied health professionals, families, parents and, of course, our students.

The outcome of feeling safe, respected and a sense of belonging, coupled with tailored support and challenge is inevitably Achievement, and learning has no limit at Riva. Students have opportunities for extension and enrichment, challenge and accelerated progress, all guided, planned and supported by our educators, and linked to rigorous curriculum standards.



Kindergarten & Pre-primary



Kindergarten Green

Monday
8.40am to 2.50pm

Tuesday
8.40am to 2.50pm

Alternate Wednesdays
('Odd' Weeks)
8.40am to 2.50pm

Kindergarten Blue

Thursday
8.40am to 2.50pm

Friday
8.40am to 2.50pm

Alternate Wednesdays
('Even' Weeks)
8.40am to 2.50pm

Kindergarten Purple

Monday
8.40am to 2.50pm

Tuesday
8.40am to 2.50pm

Alternate Wednesdays
('Odd' Weeks)
8.40am to 2.50pm

Kindergarten Red

Thursday
8.40am to 2.50pm

Friday
8.40am to 2.50pm

Alternate Wednesdays
('Even' Weeks)
8.40am to 2.50pm

Kindergarten Gold

Monday
8.40am to 2.50pm

Tuesday
8.40am to 2.50pm

Alternate Wednesdays
('Odd' Weeks)
8.40am to 2.50pm

Kindergarten Teal

Thursday
8.40am to 2.50pm

Friday
8.40am to 2.50pm

Alternate Wednesdays
('Even' 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 are taught:

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



Attendance

Regular attendance is a critical factor in the success of your child at school. Attendance 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, caregiver or nominated adult. 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 at Riva.PS@education.wa.edu.au or through the Seesaw platform.

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
- Conjunctivitis
- 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. The school bag 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).

Crunch and Sip: all classes at Riva participate in Crunch and Sip. This is a break during class time where students snack on fruit and vegetables only (Crunch), and drink water (Sip). Participating in a daily in-class Crunch & Sip break provides an opportunity to support good health and to help with learning and concentration in the classroom. The classroom teacher will timetable the Crunch & Sip break into the day based on the needs of the students. For the Crunch & Sip break, only fruit, vegetables and water are allowed.

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 nutritious and healthy lunch – please avoid chips, cake and processed foods if possible. All food must be brought to school in a named lunch box.

Lunch Orders: *Munch Box* is an off-site food service which provides lunch ordering for Riva Primary School. Orders are placed via the ***Spriggy Schools*** App, with lunch orders delivered to classrooms in time for lunch. All orders need to be in no later than 9am for same-day ordering.

Munch Box is a business independent of the school. Questions about menus, allergens and service need to be directed to *Munch Box*. For the Menu and ordering details, please refer to the school website.

General: 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.

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 treat 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 will 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.

Families will be informed of opportunities to be involved throughout the year.

All persons, including parents and family members, must complete a Parent & Child Volunteer Declaration Form prior to engaging in any child-related volunteering at the school. These forms can be completed once, and will remain in effect for the entire school year.



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

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 on 9562 8600, SMS us on 0456 575 024 or email riva.ps@education.wa.edu.au 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 are not to be on the school grounds prior to 8.15am unless for a school organised activity.

Students arriving prior to 8.30am can wait near their classroom.

Classroom doors open at 8.30am for students to prepare for the day.

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 are scheduled on Fridays throughout the term, and will be advised as Junior, Senior or Whole School Assemblies.

Assemblies will be marked on our Term Planners and are advertised in our school newsletter. Each class will have responsibility for running one assembly during the year, which will generally include a class item, announcements and the presentation of achievement certificates.

Parents and friends are most welcome to attend.

Behaviour

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

These behaviour expectations 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.



Our cohort of students are beautifully diverse in their cultural, academic, physical, social, and emotional needs and we acknowledge 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:

1. Promoting Expected Behaviours:

We establish clear expectations and supports to meet these expectations.

2. Responding to Behaviours:

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

Rights and Responsibilities

	Have a right to...	Have a responsibility to...
STUDENTS	<ul style="list-style-type: none"> learn and play in a safe and purposeful environment. be supported to understand the 'why' behind their own and others' behaviour. fair responses to their behaviour regardless of culture, gender or ability. be heard. 	<ul style="list-style-type: none"> adhere to the Riva Behaviour Expectations. communicate unsafe behaviour to a staff member.
STAFF	<ul style="list-style-type: none"> work in a place where they are safe and respected. access training and/or support when responding to student behaviour. 	<ul style="list-style-type: none"> respectfully communicate student behaviour to relevant staff and families. ensure record keeping of student behaviour is unbiased and completed in a timely manner. explicitly teach and model Riva Behaviour Expectations. respond to student behaviour in line with the Riva Behaviour Support Policy.
FAMILIES	<ul style="list-style-type: none"> be contacted by relevant staff to be informed about their child's behaviour. respectfully voice their concerns about student behaviour. be informed about behaviour policies. 	<ul style="list-style-type: none"> let relevant staff know of any issues that may impact on student behaviour. work in partnership with staff to ensure their child is physically and emotionally ready to learn.

The full version of the Riva Primary School Behaviour Support Policy is available on the school website.



OUR BEHAVIOUR EXPECTATIONS



RESPECT

- We make safe choices.
- We follow instructions.
- We consider people's personal boundaries.
- We use kind words.
- We care for our own and others' property.
- We use equipment safely.
- We put our rubbish in the bin.
- We stay in our designated area.



INCLUSION

- We allow others to join our play.
- We help others when needed.
- We allow for others' differences.
- We communicate our needs.
- We get to know each other.
- We share.



ACHIEVEMENT

- We ask for help from others when needed.
- We have a go and try our best.
- We can take a break, so we can try again.
- We use our emotional regulation toolkit.

Responding to Behaviours

Low Level: Infrequent, unproductive behaviours:

Examples: calling out, off-task, out of area, unsafe use of equipment, etc.

Management: all staff, classroom / playground level.

- Promote Expected Behaviour.
- Use low-key strategies.
- Reteach expected behaviour.
- Positively acknowledge student when showing expected behaviours again.

Medium Level: repeated unproductive behaviours:

Examples: repeated calling out, out of area, unsafe use of equipment, etc. - even after staff intervention has occurred.

Management: all staff, classroom / playground level.

- Student reminded that this is an 'unexpected behaviour'.
- Reteach expected behaviour.
- Offer break or redirection or change of environment.
- Staff member will make contact with parent/guardian, where appropriate.

High Level:

Examples: low-level physical contact with student, repeated failure to follow staff instructions, intentional verbal insults.

Management: teaching or administration staff can manage.

- Separate students from the environment / trigger.
- Allow student 'cool off' time.
- Follow Riva Restorative Practices format to guide communication with student.
- Parent / guardian contacted.

***May result in withdrawal from a class, break or other school activity for period of time, at the discretion of an admin team member.**

Serious Breach:

Examples: fighting/violence, destruction of school property, physical or verbal bullying, intimidation and/or harassment.

Management: administration staff manage.

- Separate student/s from the environment or trigger.
- Allow student 'cool off' time.
- Follow Riva Restorative Practices format to guide communication with student.
- Individual Behaviour Support Plan developed or reviewed.
- Parent / guardian contacted.
- Restore and repair relationship between student-and-student and/or staff member.

***May result in loss of Good Standing, and/or suspension, at the discretion of the Principal.**

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.

Parents can help by:

- Taking an active interest in your child's social life and what is happening at school;
- Encouraging your child to bring friends home and to accept and tolerate differences in others;
- Making sure your child understands the school's expectations of their behaviour;
- Building a child's self confidence by recognising their positive qualities and valuing them for who they are;
- Being alert for signs of distress in your child such as unwillingness to attend school or lower academic performance;
- Listening to your child and acknowledging their feelings and fears;
- Discussing and encouraging constructive ways to respond if your child's rights are being infringed;
- Setting a positive example by your own behaviour;
- Taking action (report the problem) if you suspect bullying is occurring.

For more information, visit

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

Riva Primary School Map - 2024

Novelli Parade

Riva Entrance

Kiss and Ride

H2

H3

The Hub

H1

LA2.1

LA2.3

Learning Block 2

LA2.4

LA2.2

Riva Entrance

LA1.5

LA1.4

LA1.6

LA1.7

LA1.8

LA1.9

LA1.3

LA1.2

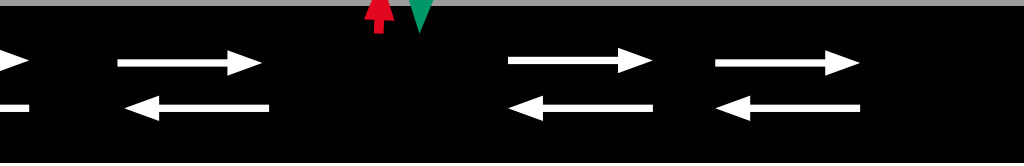
LA1.1

Learning Block 1

Barcelona Road



Novelli Parade



LA3.2.4 LA3.2.1

Learning Block 3 - First Floor

LA3.2.3 LA3.2.2

LA3.4 LA3.1

Learning Block 3 - Ground Floor

LA3.3 LA3.2

Music

Undercover Area

Sports Courts

Library

Staffroom

LA6.4

LA6.3

LA6.2

LA6.1

LA4.5

LA4.4 LA4.1

Learning Block 4

LA4.3 LA4.2

School Administration

LA5.1 LA5.2

Learning Block 5

Science Art



Barcelona Road

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. Bikes and scooters are to be dismantled and walked through the school. We have two secure bike / scooter compounds within the school grounds which are locked during the school day. You are encouraged to also use personal locks as an extra level of security. While the bike and scooter compounds are 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. Lost property is kept in or near the library.

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 the Kiss and Ride area.

School gates open 15 minutes prior to the end of the school day and are closed 15 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.



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 / carers 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.

To arrange an interview, please email **Riva.PS@education.wa.edu.au**

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 **www.rivaps.wa.edu.au**

Seesaw

Riva Primary School has partnered with Seesaw as a communication and online learning platform.

Each classroom has 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. 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.

We request that important information about your child such as medical issues or concerns, or issues requiring prompt attention are communicated via email only to **Riva.PS@education.wa.edu.au** to ensure the school is aware and can follow up.

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.



Complaints or 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 700, more than 100 staff, and 500 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, or their parents to verbally or physically intervene in school-managed situations.

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 (email is preferred). 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!

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.

Dogs must remain on a leash at all times, and outside of the perimeter fence of the school.

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 high-visibility vests for easy identification.

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

Excursions / Incursions

Some educational Excursions and/or Incursions will be arranged for each class. Written advice is sent to parents for every excursion or incursion. It is desirable that all class members participate in planned activities which are part of the teaching program. Money for incursions / 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 and incursions 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 school administration at riva.ps@education.wa.edu.au



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 our local area), 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, Play in the Shade

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 wearing of the school bucket hat is compulsory, all year round.** Please ensure your child's name is marked on their hat.

The Riva Primary School hat is available for purchase through Lowes at Maddington Central or online at www.lowes.com.au



Head lice

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 (supplied in enrolment package)
- 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 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 may 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 a 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*, available from the Riva Primary School website at www.rivaps.wa.edu.au



Homework & Home Reading

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.

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 – see next page

Years 3 – 4

- home reading – see next page

Years 5 - 6

- independent home reading - see next page
- 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

- 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.

Useful apps, websites and suggestions for supporting learning at home are available on the Riva Primary School website at

www.rivaps.wa.edu.au

Home Reading

At Riva PS as part of our commitment to Achievement, we are ensuring our students learn to read, and to read well!

Reading is not only an essential skill for children to find success in school but to thrive in society as they grow up in our world. Our reading programs are based on evidence-based practices. In class, the teachers explicitly teach students the skills needed for reading success.

To support the students' skills at home, we have a tiered approach to our home reading program, targeting the skills needed at each level of development. Here is what home reading looks like at Riva Primary School:

Kindergarten - Oral language focus

Term 1 - 4: Shared Story Book Program
One story book is sent home each week.

Parents read to the child and ask the questions provided.

Repeat for four days.

Pre-primary - Developing vocabulary and comprehension.

Term 1-3: Shared Story Book Program
One story book is sent home each week.
Parents read to the child and ask the questions provided. Repeat for four days.

Term 4
Decodable readers or sentences may be introduced for those students who can blend sounds to read words. One book will be sent home each week with information for parents to support their child.

Year One - Oral language and decoding focus

Term 1: For those students who have mastered sound-knowledge, decodable readers or sentences may be sent home.

Term 2 - 4
One decodable book or set of sentences are sent home each week. The student reads the same book each night for four nights to develop their fluency and comprehension. Information is provided for parents to support their child.

A reading record is completed.

Year Two - Vocabulary, and fluency focus.

Term 1 - 4: Either decodable readers or early chapter books from the library.

Decodable Readers

One decodable reader is sent home each week. The student reads the same book each night to develop their fluency, expression, and comprehension. A reading record is completed.

Early Chapter books

Each week a beginning chapter book is borrowed from the library. The child reads for 10-20 minutes per day. A reading record is completed.

Year Three - Year Six

Oral language, vocabulary, and fluency focus.

Term 1 - Term 4

Each week, students read a library book. Students borrow a book suitable for independent reading during their library time and can change books during the week, before or after school. Students are asked to read for 15 - 20 minutes per day. Students complete a reading record.

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 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.

All persons volunteering or assisting in the school, including parents, are required to complete a declaration form, or obtain a Working with Children Check. These are held on file for 12 months.

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, or 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 school office 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 once a diagnosis is confirmed by a doctor.

Lost Property

All clothing items found are put on a lost property rack / drawers 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.

Lunch Orders

Munch Box is an off-site food service which provides lunch ordering for Riva Primary School. The lunch order service is available every school day, to all students from Kindergarten to Year 6. Orders are placed via the **Spriggy Schools App**, with lunch orders delivered to classrooms in time for lunch. The ordering cut-off time is 9.00am daily. For further details and the current menu for the term, please refer to the school website.

Medication

Some students may require medication at school on an occasional or regular basis as part of their health care plan. If this is the case, you must complete the appropriate authorisation form 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 any form of medication, whether prescription, or over the counter 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 personal electronic 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 at all times during the school day, and be handed to the class teacher for storage. Students found to be using mobile devices during the school day will have the device confiscated, to be collected by parents. If a student needs to bring a mobile phone or electronic device to school for whatever reason, they must have signed permission and follow the procedures laid out in our Mobile and Electronic Devices Policy. This policy and form is available on the school website.

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.





Outside School Hours Care Riva Primary School

The Y Riva Primary School provides Before and After School Care and Vacation Care for students from Kindergarten to Year 6.

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 children.

Educators at **The Y** 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

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

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 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

\$28 Permanent booking

\$30 Casual booking

After School Care

\$38 Permanent booking

\$40 Casual booking

Vacation Care

\$85 Early bird (bookings made 2 weeks before Vac Care commences)

\$90 Casual booking

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

Contact oshc@ymcawa.org.au to assist in activation if needed.



Parents & Citizens Association (P&C)

The Riva Primary School P&C works in partnership with the school in fundraising, community building and representation and is a fantastic avenue for community involvement. Meetings are held each 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

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.

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.

All requested items are required in order to access the teaching and learning programs at the school. Please also ensure that supplies are topped up, if needed, throughout the year, and don't forget to ensure that all items are labelled with your child's name.

Perth Music Agency

We are fortunate to have a partnership with Perth Music Agency in offering one-on-one instrumental tuition, at school, during school hours.

This is a fee-for-service program, where your child will receive individual, professional tutoring in Piano, Guitar, Drums or Vocals.

The sessions are held each week, and are timetabled around the school timetable for maximum benefit of both our regular instruction programs and the music tutoring. Fees are payable on a termly basis.

Enrolment with Perth Music Agency is available by completing and submitting the enrolment form, available from the Riva Primary School website.

For further information, bookings or enquiries, please contact Perth Music Agency:

Phone: 0478 969 130

Email: admin@perthmusicagency.com.au

Web: www.perthmusicagency.com.au

Play and Playgrounds

Kindergarten and Pre-primary students play in the Learning Block 1 play area. Year 1 – Year 6 students may play in any of the playgrounds, sports courts or oval during recess and lunchtime, adhering to out of bounds areas such as behind buildings.

We allow for children to play on the playgrounds before school, and for a brief period after school, under parent supervision. This brief stay-and-play period builds the sense of community in our school. Parents please assist by ensuring that you are providing active supervision, and that you make your way outside of the school before the gates are closed, no later than 15 minutes after the conclusion of the school day.

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.

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. The school provides one library bag to each student upon their enrolment, free of charge. Replacement library bags can be purchased from the school office for \$10.00.

Reporting to Parents

Formal reports are issued at the end of each semester. 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 meet twice per term and other times as deemed necessary. All meetings are open to the public.

School Chaplain

Riva Primary School partners with YouthCare in hosting an on-site School Chaplain to support the social and emotional wellbeing of our school community, as part of our student services team and school programs.

The School Chaplain is available to assist with pastoral care for students, families and staff, and also works to support school events and general support in the playground.

For targeted support, a referral may be made to the Chaplain through the school staff or directly from parents, and consent requested for your child to be involved.

For further information, please call the school on 9562 8600 or email riva.ps@education.wa.edu.au

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 in Kindergarten or 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, representing a charge for pool entrance and bus transport. Requests for enrolment and advice of the fees will be sent out during the school year. In-term swimming forms part of the planned curriculum for students, and it is expected that all eligible students participate.



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 is available from Lowes at Maddington Central Shopping Centre, or online at www.lowes.com.au

Shirts

- Red school polo shirt with logo
- Faction t-shirt (blue, gold, green or purple) to be worn on Fridays and at designated events only

Jackets / Jumpers

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

Dress / Pants / Skirts / Skorts

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



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).

Voluntary contributions, fees and charges

The Riva Primary School Board has set the level of Voluntary Contributions to be requested for Kindergarten – Year 6 students in 2024 at \$60.00 per child for the school year. While the contribution is voluntary, it is expected that those who can afford to, will make the contribution.

In addition to Voluntary Contributions, the school also may pass on charges associated with extra cost optional items. Such items include excursions, incursions and other activities. For these activities, participation is only possible upon payment of the charge. A spreadsheet outlining the possible, maximum amounts that may be charged in 2024 is provided to families to assist with budgeting. This spreadsheet is also available on the school website. Requests for payment of charges will be made over the course of the school year and students will only incur costs when they are involved in a particular activity.

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.





Riva Primary School

33 Riva Entrance

PIARA WATERS WA 6112

t: (08) 9562 8600

w: rivaps.wa.edu.au

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