

## NATIONAL ANTHEM

Australians let us all rejoice,  
For we are young and free.  
We've golden soil and wealth for toil.  
Our home is girt by sea.  
Our land abounds in nature's gifts,  
Of beauty rich and rare.  
in history's page let every stage  
Advance Australia fair.

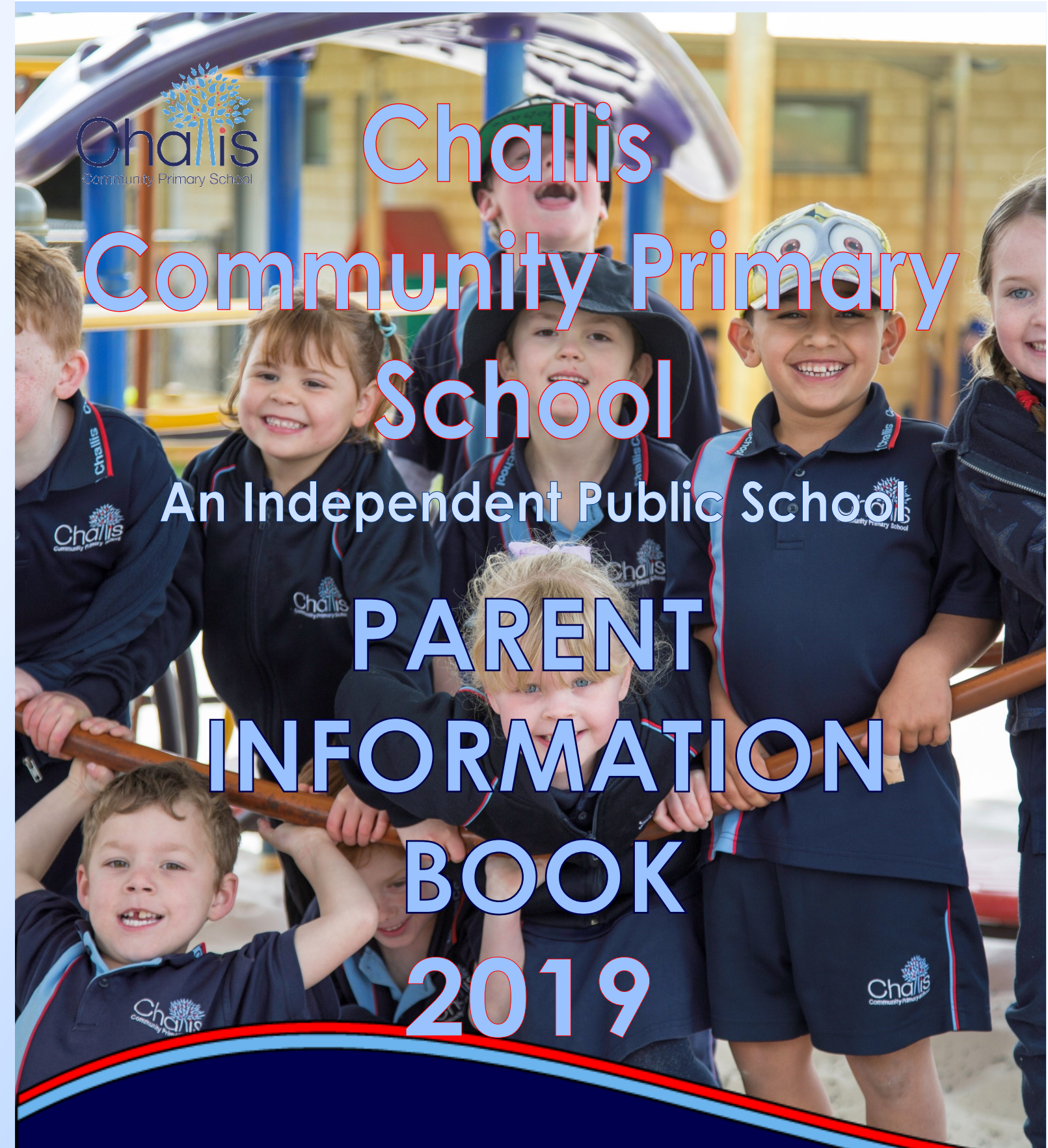
In joyful strains then let us sing,  
Advance Australia fair.

Beneath our radiant Southern Cross  
We'll toil with heart and hands,  
To make this Commonwealth of ours, Renowned of all the lands.  
For those who've come across the seas,  
We've boundless plains to share,  
With courage let us all combine,  
To Advance Australia fair.

In joyful strains then let us sing,  
Advance Australia fair.

## USEFUL CONTACT INFORMATION

Challis Parenting & Early Learning Centre	9391 4150
Neerigen Brook Dental Therapy Centre	9399 4601
Armadale Community Health Centre	9391 2220
Armadale Community Family Centre	9497 4794
Crisis Care	9325 1111
Poisons Information Centre (24 Hours)	13 11 26
Westfield Library	9497 2622
Department Child Protection (DCP)	9497 6555



40 Braemore Street  
Armadale W A 6112  
Tel: (08)9391 4100  
[www.challiscommunityprimaryschool.wa.edu.au](http://www.challiscommunityprimaryschool.wa.edu.au)





## Challis Community Primary School

40 Braemore Street  
ARMADALE  
Tel: 9391 4100  
[www.challiscommunityprimaryschool.wa.edu.au](http://www.challiscommunityprimaryschool.wa.edu.au)

### Challis Parenting & Early Learning Centre

40 Braemore Street  
ARMADALE  
Tel: 9391 4150

### School Canteen

Tel: 9391 4136

### South Metropolitan Regional Education Office

184 Hampton Road  
FREMANTLE WA 6162  
Tel: 9336 9563  
FAX: 9430 8028

#### 4. Active Play Everyday

Children need at least sixty minutes of physical activity everyday. Being physically active helps children learn and develop important skills such as running, throwing and catching. It can help improve balance and build strong bones and muscles. It can help promote confidence, self esteem and academic performance.

Children who do not get enough physical activity are at greater risk of becoming overweight or obese, therefore making it harder for them to be active.

Tips to help children Become More Active

- Limit the amount of time children spend watching TV or playing computer games to no more than two hours a day.
- Make sure children have an opportunity to be active after school, either through active play or organised sport.



#### 5. Be Sun Smart—Slip, Slop, Slap.

When your child is in the sun it is important to use a combination of the following sun protection measures to protect their skin from sunburn.

*Slip on Sun Protective Clothing* -Cover up as much of your child's skin as possible with cool, loose fitting clothes.

*Slop on SPF30+ Sunscreen* - Onto skin not protected by clothing at least 20 minutes before your child goes outdoors and reapply it every two hours.

*Slap on a Hat*-Choose hats that provide good shade to the face, back of the neck, eyes and ears. These include broad brimmed hats and bucket hats.

#### 6. Drink Plenty of Water.

Water is the drink of choice, as it doesn't come with all the sugar and energy (kilojoules) found in sugary drinks such as fruit juice, soft drinks and cordials.

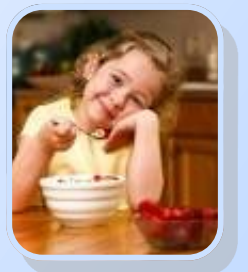
#### 7. Brush your Teeth to Keep them Clean

It is important that children brush their teeth twice a day—after breakfast and before going to bed at night to prevent problems such as tooth decay. Children who eat and drink sugary foods and beverages are at an increases risk of developing tooth decay.



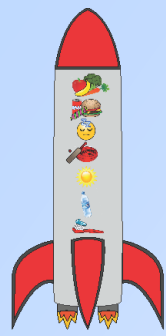
#### 8. Eat Breakfast—Start the Day the Right Way

Breakfast is the most important meal of the day. If a child goes to school without having a good breakfast they can lose concentration in class and have no energy for playing. It is important that children are provided with foods that are rich in whole grains, fibre and protein while low in added sugar for breakfast as these foods boost children's attention span and concentration.



Created by Savina Rego and Rachael Adams. Curtin University, in partnership with Challis Community Primary School





# The Rocket Approach to Good Health in Students.

A collaboration between Challis Community Primary School and Curtin University.

## What is the Rocket Approach?

The Rocket Approach addresses **eight** key health messages that children should follow everyday for good health.

## What are the eight steps in the rocket approach?

### 1. Eat two Fruit and Five Vegetables Everyday.

Fruit and vegetables are an important part of a child's diet containing essential nutrients that are vital for their health, growth and development. The variety of fruit and vegetables eaten is just as important as the amount. Different coloured fruit and vegetables have different health benefits, therefore it is important to try to make sure you have as many different colours as you can.

Australians are encouraged to eat two serves of fruit and five serves of vegetables daily.

#### **Tips to increase your Fruit and Vegetable intake.**

- Include some vegetables in every meal.
- Pick fruit or vegetables as snacks between meals.



### 2. Limit Sometimes Foods

Foods and drinks, which have little nutritional value, are referred to as 'sometimes' food and drink. It is important to limit children's access and consumption of these items to small serves less than 1—2 times a week. 'Sometimes' foods to avoid include chocolate, lollies, sweet drinks, snacks high in fat, salt and sugar, and takeaways.

#### **Tips for limiting 'Sometimes' food**

- Find fun ways to reward your child instead of using 'sometimes' food.
- Be a positive role model by making healthy food choices with your child.
- Introduce a variety of healthy foods from a young age, as healthy eating habits are likely to remain later into life.

### 3. Sleep Right to be Bright

Getting the right amount of sleep is important for a child's developing body. In children sleep helps support growth and development, therefore it is important that children get the right amount of sleep every day.



Ideally, depending on age and overall health, children may need between eight to sixteen hours of sleep everyday.

Dear Parent/Guardian

Challis Community Primary School believes in enabling students to reach their academic, social and emotional potential whilst becoming valuable members of the community. As a school community our mission is to deliver an excellent standard of education that supports students to achieve results equal to, or above state norms. Our school provides high quality education, alongside innovative programs and services, which cater to the needs of each individual child and their family. Challis Community Primary School is unique in offering health and education services from birth, with formal schooling ranging from 3-Year-Old Pre-Kindergarten to Year 6.

Our school's teaching programs allow all children to develop the necessary knowledge and skills to become confident learners. We pride ourselves on offering effective, individualised Literacy and Numeracy programs. We also offer a variety of specialist subjects including Art, Music, Science, History, Physical Education and Health. The Challis Parenting and Early Learning Centre offers a selection of health, education and social services including a Child Health Nurse, new mothers' groups, playgroups and parent education sessions.

Through our Positive Behaviour Support Program, we expect our students to "R.I.S.E Up" with the values of respect, responsibility, safety and excellence. We instill these values in each student to inspire them to become a valued member of the community. Our inclusive environment and extended school services create opportunities for all students to succeed.

We embed ICT throughout the learning environment to promote learning and engagement. Every classroom has an interactive whiteboard. Each class has a group set of iPads, which are regularly used to develop Literacy skills in Guided Reading. Whole-class iPad or laptop banks are also available for classes to learn research and ICT skills. Some classes are now creating digital portfolios and making a range of multimedia presentations.

As part of a vibrant parent community, the Challis CPS Parents and Citizens' Association (P&C) is a strong source of support. The P&C coordinates the uniform shop and the canteen, and facilitate a range of fundraising opportunities. Parents hold two Board positions, and the P&C holds a further Board seat.

Lee Musumeci  
PRINCIPAL  
Challis Community Primary School





## ABOUT US

Challis Community Primary School is a Department of Education school. Additionally, we manage the **CHALLIS PARENTING AND EARLY LEARNING CENTRE** which offers support for parents and programmes for children from birth to 3 years of age. Please see page 18 for more information.



### CHALLIS COMMUNITY PRIMARY SCHOOL LOGO

The **Tree** represents love, care, growth, unity and nurturing.  
**Pale Blue** for our calm and friendly approach with a dash of  
**Red** to represent our passion and determination.



### ABORIGINAL GIRLS ACADEMY

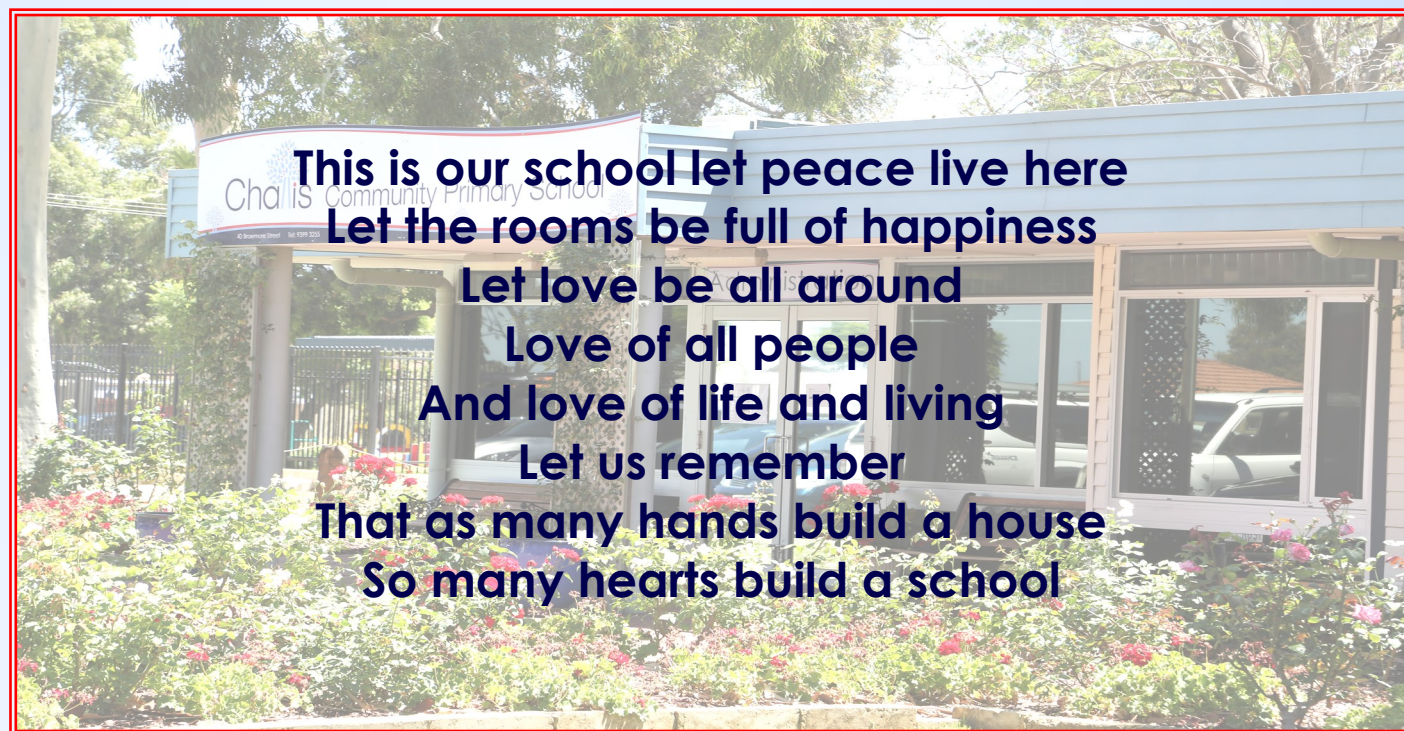
Challis is the first Primary School to host the Girls Academy. This project was founded by Ricky Grace to support and encourage female Aboriginal students in the areas of Health and Well being, Academic Performance, Class Attendance and Cultural Connections..

### CHALLIS SCHOOL BOARD

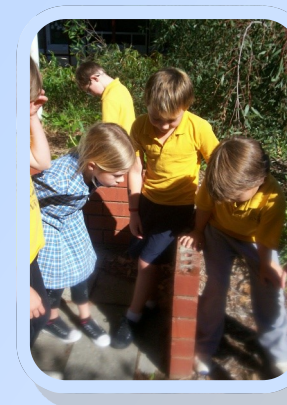
#### Why is there a School Board?

- A School Board is a body formally constituted under the Education Act & Regulations
- It consists of community members, parents, staff representatives and the Principal.
- School Board is constituted to enable participation in the formulation of a school's educational objective and priorities and overall monitoring and evaluation of school performance.

### CHALLIS SCHOOL CREED



## AFTER SCHOOL ACTIVITIES



### Super Science Sleuths

This programme was formed for students to investigate, explore and appreciate Science in a fun, hands on, and safe environment. It is run as an extension programme for Year Two students who are selected by teachers for their enthusiasm in Science, for great observation and problem solving skills and having an inquiring mind



### Let's Play

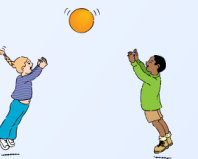
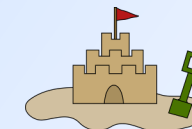
After School Fun for Challis Kindergarten and Pre-Primary children and families

You are invited to come and meet other families and enjoy outdoor play with your children .

**Where:** Kindergarten playground (outside J10 and J11) and Pre-Primary playground (outside J1 and J2)

**What we will do:** Enjoy outdoor play including sand, climbing equipment, balls and games. Bring a snack and drink to enjoy .

**Who:** All Kindergarten and Pre-Primary children with their parent or adult carer.



Parents are responsible for supervising their own children and joining in the fun.

### The Shed

The Shed events are held twice a term in an effort to foster and encourage positive male relationships between our students and significant males in their lives. Our goal was to provide a positive environment where Fathers can be challenging, prodding, loud, playful, encourage risk taking, and physical with their sons. This programme is by invitation for Year 2 boys and their fathers



### Homework Classes

Homework classes are held once a week for Aboriginal Students to support their learning.



## AFTER SCHOOL ACTIVITIES



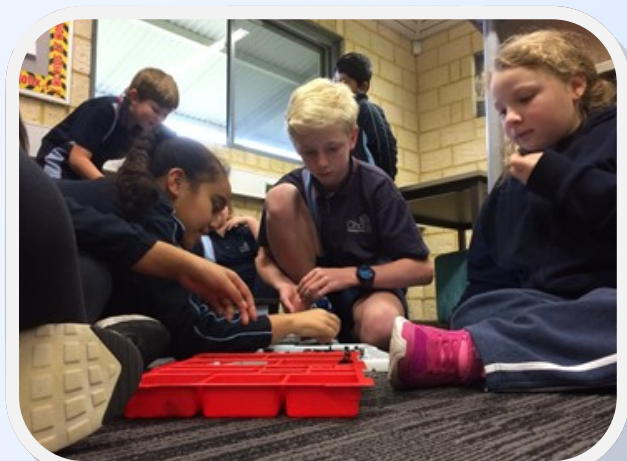
### Media Club

Media club aims to increase students critical media literacy and computing skills through a variety of activities. Media Club endeavours to follow student engagement in learning through the analysis and use of differing technologies in all forms of media, print, screen, audio and computing. The focus is very student centred with a negotiated set of tasks. The students work at their own pace in a collaborative environment.

### Robotics Team

This year has marked the first year of Challis Community Primary School entering the FIRST LEGO league. The team is an offshoot of the schools Coding and Robotics Club with the help of a Google grant, Cecil Andrews and several teaching staff.

FIRST® LEGO® League is a competition catering for upper-primary and lower-secondary school students. Every year, teams of up to 10 students build, program and compete with a robot, while also learning about a modern problem in science and engineering and developing solutions for it. The entire competition for the year is based around one of these themes: Past themes include natural disasters, senior citizens, food health & safety, climate change, medical science, and nanotechnology. Tournaments are run with the feel of a sporting event, and teams compete like crazy while having the time of their lives.



### Choir

The Challis Community Primary School Choir meets once a week to practice and attend various events throughout the year. In 2017 our choir was so well attended it was necessary to split it in to two groups, Junior and Senior.



## OUR VISION, MISSION & STRATEGIC INTENT

### VISION

To provide excellence in teaching so that our students can achieve skills that will maximise their opportunities and outcomes in life.

### MISSION

As a school community our mission is to deliver a standard of education which produces levels of school performance equal to, or above state norms. Students will be supported to reach their academic, social and emotional potential whilst becoming valuable members of the community.

### STRATEGIC INTENT

#### Our mission will be realised through

1. Excellence in teaching supported by current research and evidence based methodology.
2. Excellence in Leadership.
3. Meaningful engagement with parents and carers.
4. Provision of extended school services in partnership with relevant agencies from birth to Year Seven.
5. Provision of learning environments that cater for the social, emotional, academic and physical development needs of our students.



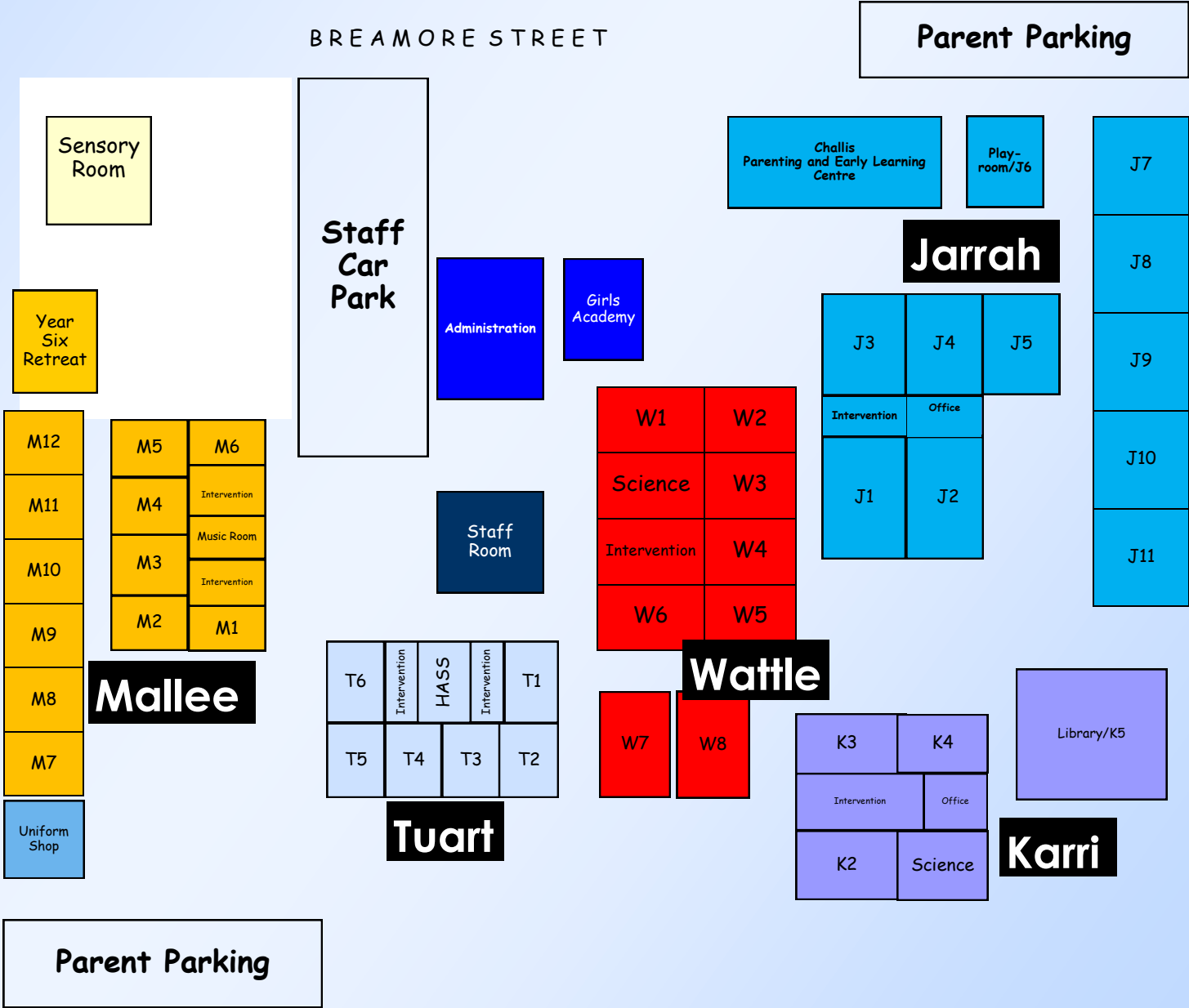




All Challis Community Primary School members  
are expected to demonstrate the following behaviour expectations  
towards themselves, others and the school.



	RESPECT Polite, Courteous, Manners	RESPONSIBILITY Sensible, Accountable, Careful	SAFETY Look out for ourselves, Look out for others	EXCELLENCE Do your best, Aspire to do better
The Challis Way	<ul style="list-style-type: none"><li>We show respect to everyone</li><li>We follow instructions the first time</li><li>We use whole body listening</li><li>We use good manners and greet people politely</li><li>We use appropriate language, voice and tone</li><li>We wait for our turn</li></ul>	<ul style="list-style-type: none"><li>We wear our school uniform with pride</li><li>We take responsibility for our own behaviour</li><li>We treat the property of others with respect</li><li>We ensure our actions have a positive impact on others</li><li>We speak kindly to and about others</li></ul>	<ul style="list-style-type: none"><li>We help others in need</li><li>We stay in our allocated groups and areas</li><li>We are aware of our surroundings</li><li>We act responsibly on the bus</li><li>We keep our hands and feet to ourselves</li></ul>	<ul style="list-style-type: none"><li>We always try our best</li><li>We are good role models to others</li><li>We take pride in our work and our abilities</li><li>We are willing to participate in all activities</li><li>We are in the right place at the right time, ready to learn</li></ul>
Learning Areas	<ul style="list-style-type: none"><li>We use everyone's property and equipment appropriately</li><li>We support everyone's right to learn</li><li>We line up quickly and quietly, ready for learning</li></ul>	<ul style="list-style-type: none"><li>We start work when asked</li><li>We ask teachers for help</li><li>We work co-operatively with others</li><li>We have our equipment ready</li></ul>	<ul style="list-style-type: none"><li>We walk inside</li><li>We ask permission to leave</li><li>We interact with others safely and sensibly</li></ul>	<ul style="list-style-type: none"><li>We set learning goals and strive to achieve them</li><li>We complete all tasks to the best of our ability</li><li>We aim to improve our personal best</li></ul>
Play Areas	<ul style="list-style-type: none"><li>We respect school property</li><li>We use equipment appropriately and for its purpose</li><li>We cooperate with others and include everyone</li></ul>	<ul style="list-style-type: none"><li>We play in our own areas</li><li>We return to class promptly after breaks and are ready to learn</li></ul>	<ul style="list-style-type: none"><li>We report safety issues to the duty teacher</li><li>We use equipment appropriately</li><li>We are sun smart</li></ul>	<ul style="list-style-type: none"><li>We display good sportsmanship</li></ul>
School Grounds & Buildings	<ul style="list-style-type: none"><li>We walk around school areas calmly, quietly and sensibly</li><li>We look after the school gardens</li><li>We respect school property</li></ul>	<ul style="list-style-type: none"><li>We put rubbish in the correct bin</li><li>We stay in the correct boundary</li><li>We walk our bikes and scooters in and out of the school grounds</li><li>We use drink fountains appropriately</li><li>We clean up after ourselves</li></ul>	<ul style="list-style-type: none"><li>We walk on pathways</li><li>We follow instructions the first time</li><li>We line up in an orderly fashion</li></ul>	<ul style="list-style-type: none"><li>We leave our school grounds looking presentable</li></ul>
Assembly	<ul style="list-style-type: none"><li>We show good manners to all guests, speakers and performers</li><li>We celebrate the achievements of our peers</li></ul>	<ul style="list-style-type: none"><li>We use whole body listening</li><li>We enter and exit the assembly quietly, calmly and sensibly</li></ul>	<ul style="list-style-type: none"><li>We move in an orderly manner</li></ul>	<ul style="list-style-type: none"><li>We sing the National Anthem and say the Challis creed</li></ul>
Toilets	<ul style="list-style-type: none"><li>We ask permission to go to the toilet</li><li>We use the correct toilet area</li></ul>	<ul style="list-style-type: none"><li>We walk quickly and directly to and from the toilet</li><li>We keep toilets, sinks and floor clear of mess</li><li>We use the toilet at 8.30 and at break times</li></ul>	<ul style="list-style-type: none"><li>We always wash our hands</li><li>We flush the toilet</li><li>We eat food away from the toilets</li></ul>	<ul style="list-style-type: none"><li>We use facilities for the intended purpose</li><li>We wait our turn</li></ul>



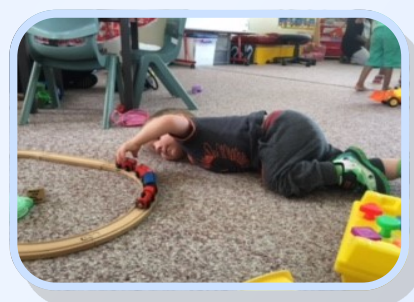


## CHALLIS PARENTING AND EARLY LEARNING CENTRE

The Challis Parenting and Early Learning Centre is an integrated and comprehensive multi-agency school and community resource focused on Early Learning and Family Support located on school premises. It provides programmes for children from 0-5 years and support programmes and services for their carers. It is a model of interagency collaboration and is being developed as a hub of service delivery.

### Services include;

- Supported Playgroups
  - Bub's Group
  - Move and Groove Playgroup
  - Storytime
  - KindiLink Programme
- Pre Kindergarten Programme
- Elevate (Parent Workshops)
- School Nurse
- Parent Drop In
- Parent Workshops
- Child Health Nurses
- Family Support Worker
- School Support Worker
- Occupational Therapist
- Speech Pathologist



## SCHOOL TERMS & SCHOOL HOURS

### 2019 SCHOOL TERM DATES

Semester 1		Semester 2	
<b>Term 1</b>	Mon 4 February - Fri 12 April	<b>Term 3</b>	Mon 22 July - Fri 27 September
<b>Break</b>	Sat 13 April - Sun 28 April	<b>Break</b>	Sat 28 September - Sun 13 October
<b>Term 2</b>	Mon 29 April - Fri 5 July	<b>Term 4</b>	Mon 14 October - Thu 19 December
<b>Break</b>	Sat 6 July - Sun 21 July		

### 2019 SCHOOL DEVELOPMENT DAYS

	TBA

**\*All dates subject to change**

### SECURITY

School gates are locked between the hours of 9.30 and 2.45 (2.15 on Tuesday) for Security reasons. Access to the school is from the main gate on Braemore Street and access will be available for PreK (Subject to changes)



### SCHOOL HOURS

Classroom Doors Open 8.30 a.m.  
School Siren 8.50 am

School closes **3.00pm** Monday, Wednesday, Thursday, Friday.  
**2.30 p.m.** Tuesday

### BREAKS

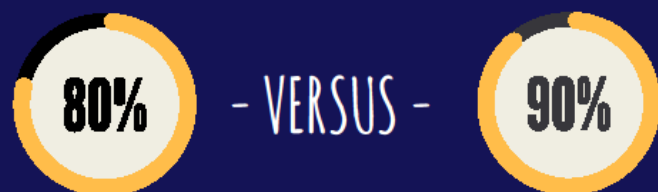
Lunch 11.00am—11.30am  
Afternoon Tea 1.30pm—2.00 pm

Please note that although the bell rings at 8:50am, we request all students arrive in class at 8:30am.

**School closes every Tuesday 2.30pm**



# Attendance



Did you know that your child will miss...

**1** DAY EVERY WEEK : **1** DAY EVERY FORTNIGHT

**2** WEEKS EVERY TERM : **1** WEEK EVERY TERM

**8** WEEKS EVERY YEAR : **4** WEEKS EVERY YEAR

**-1y** 1 YEAR BY END OF YEAR 4 : **-1y** 1 YEAR BY END OF YEAR 9

## ATTENDANCE FACTS



## IMPORTANT PRE PRIMARY MILESTONES

### Important Pre-Primary Milestones

WHY CONSISTENT ATTENDANCE COUNTS!



**+** **=** ADDITION & SUBTRACTION  
STORIES

COUNT TO **100**

**■** **●** **▲** DESCRIBE 2D SHAPES

Pat, the cat, is fat...



READ SIMPLE SENTENCES

READ HIGH FREQUENCY WORDS

...the, is, there, come, was, said



WRITE SENTENCES WITH CORRECT PUNCTUATION

ee, oo, er, ng  
a-e, i-e...

...Capital letters, full stops, finger spaces, on the line.

WRITE WORDS WITH THE CORRECT SPELLING (OR CORRECT SOUND)

FOLLOW SIMPLE 3-STEP INSTRUCTIONS

LEARN HOW TO SHARE

BEGIN FORMING FRIENDSHIPS

## GETTING INVOLVED IN THE CHALLIS COMMUNITY

At Challis there are many ways you can get involved in the school community. Here is a list of activities you may like to take part in.

### BREAKFAST CLUB



Breakfast Club operates every weekday from 8.15am. in the old canteen, next to the staffroom. Students are requested to give a coin donation when attending. Parent volunteers run the programme under the management of school staff. Volunteers are always welcome!

### DROP EVERYTHING AND READ

Each morning your child/ren's classroom door will open at 8.30am for Drop Everything and Read. This programme was introduced to support the children's reading development. We ask that you spend at least 10 minutes each morning listening to your child read.



### CUPPA AND CHAT

Cuppa and Chat is a group of parents and carers who get together to have a coffee in a friendly environment while meeting new people. All children are welcome.



### MORNING TEA AROUND THE WORLD

This is a multicultural group of ladies who have come to Australia from various homes throughout the world. They meet together once a week

### CHALLIS P & C ASSOCIATION

This association welcomes any parent or interested citizen who wishes to support the education of the children in this school area. Regular monthly meetings are held at the school. Please keep an eye out for the P&C Newsletter for more information. Parent sub-committees, including safety, promotions, grounds, uniform, school banking, fundraising, canteen and stationery. Meetings for these committees are held at various times to suit the members. For more information please call 0479 184 197.

### CHALLIS ANGELS

Challis Angels, are an invaluable group, who meet once a week in the staffroom and assist the school by doing tasks for teachers. E.g.; Preparing resources, teaching aids, photocopying, laminating.



### PARENT HELPERS

Parents are always welcome at Challis. Keep an eye on the classroom notice boards for a Parent Helper roster — the extra pair of hands always comes in handy.



## PARKING AND ROAD SAFETY

A parent drop off and pick up point, plus several 'short stay' parking bays are provided for parent convenience and child safety. This site is located on the Lowanna Way boundary of the school at the rear of the oval.

For safety reasons the school **STAFF CAR PARK** is for staff and official visitors **ONLY!** Children are **NOT** allowed to walk across the school parking area and are **NOT** to be collected from this area.

Your help in frequently reminding your children of safety rules on bicycles or when walking, will help us to develop safety conscious children.

**It is essential that bikes and scooters are not ridden on the school grounds.**

Children should walk them to and from the bike enclosure.

For security purposes, parents are asked to take all scooters home with them as there are no secure lock up areas for scooters.

## CROSSWALK

"A" class crosswalks are manned before and after school on Braemore Street and Lowanna Way.

Please encourage your children to use these crosswalks correctly and follow the attendants' directions.



## BICYCLES



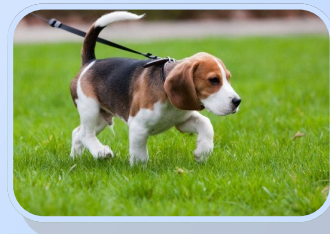
Please provide your child with a lock for their bikes if they bring them to school. Although every care is taken, we cannot guarantee that the bicycle enclosure will always be secure. The School and the Department of Education accepts NO liability for stolen or vandalised bikes.

**Helmets are Mandatory by Law**

It is recommended by the Department of Education and the Department of Police that children under 10 years of age are accompanied by an adult when riding a bicycle.

## DOGS ON SCHOOL GROUNDS

Dogs are not allowed to be brought within the school grounds. This is an Education Department policy.



## ATTENDANCE



Attending school each day is compulsory from Pre-Primary. Attendance in Kindergarten is strongly encouraged and parents of children who do not attend daily will be contacted.

Classroom doors open at 8.30am. If children arrive at 8.15am they are required to meet in the covered assembly area near the school office.

## ABSENCES

Regular attendance at school is vital to ensure your child meets their educational targets. The Department of Education recommends that children attend school for at least 90% of the school year. This equates to 5 days off per term. However, Challis Community Primary School has a **95% attendance target**. We want to aim higher than the minimum as children can not learn if they are not at school. Research also shows a direct link between children's attendance at school and their academic development. If your child is absent from school, for any reason, a written explanation is required.

**Please note: If your child misses just 1 day a fortnight, they will have missed 1 YEAR of schooling by the time they are in Year 9.**

## LATE STUDENTS

Punctuality is encouraged at Challis — please be at school at 8.30am when the classroom door opens. This provides time for your child to unpack their bag, read, greet their friends and be ready to start learning when the siren sounds at 8.50am. Records will be maintained so that parents can be notified of habitual lateness.

## LEAVE PASSES TO ATTEND APPOINTMENTS

Children are not permitted to leave the school grounds during the day (this includes before school). We will not send children home unaccompanied. Parents need to sign an Authorised Leave Pass at the school office to collect their child. If your child arrives home at any time, other than the usual time, please advise the school immediately.

## STUDENT MOBILE PHONE POLICY

Students at Challis Community Primary School are not allowed to have their mobile phones during school hours. If they bring their phone to school they need to submit it to their teacher until the end of the day.



## SCHOOL CANTEEN, DRESS CODE & UNIFORM SHOP

### SCHOOL CANTEEN

**Opening Hours**  
**Open every day**  
**Term One and Four 8.30a.m.—2.00 p.m.**  
**Term Two and Three 8.30 a.m. - 11.30 a.m.**  
**All orders must be in by 9.00 a.m.**



### DRESS CODE and UNIFORM SHOP

#### Uniform Shop Opening Hours

**Tuesday 8.15—9.00 am Thursday 2.45-3.10 pm**

All students are expected to be in school uniform. We appeal to parents to cooperate with us in our efforts to maintain a high standard of student dress at the school.

A dress code plays an important role in promoting a positive image of our school and creating a sense of identity. This school has a proud reputation when it comes to the wearing of school uniform and our School Board acknowledges the importance of having a school dress code. Faction shirts, sport skirts, school skirts, shorts, polo shirts, T-shirts, jumpers, track pants and zip front jackets may be ordered through the uniform committee, (a sub committee of the P & C).

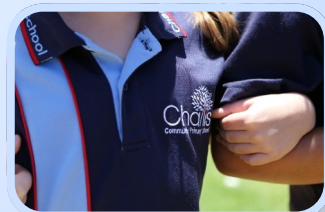
Orders are taken several times throughout the year, however, some uniform items are kept in stock for immediate purchase.

The Uniform shop is located in the green shed by the basketball courts.

Navy Blue trousers, shorts, skirts etc are also available.



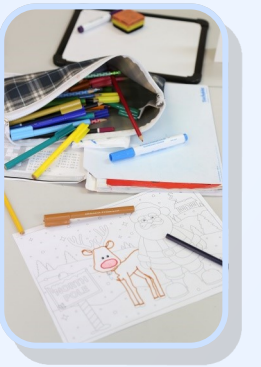
School  
Hats are  
essential.



## SCHOOL OFFICE PROCEDURES

### CHANGE OF PHONE NUMBER OR ADDRESS

In order for us to contact you in the event of an emergency, please advise the school office of any changes of phone number, address, emergency information and any other relevant information. For example, Special health provisions.



### ENROLMENT PROCEDURES

To enrol a student at school it is requested that you fill out an 'Application for Enrolment' form. The child's birth certificate, immunisation record and proof of address are required. Your application is then passed to the Principal for approval which can take up to 24 hours. Once approved, we invite you to complete an enrolment form and then your child may attend. EFTPOS facilities are available at the front office for school contributions.

### EMERGENCY PROCEDURES

Accurate Admission and Health records are essential. Please advise of any changes in your circumstance as soon as they occur. Please supply at least two emergency telephone numbers.

### EXCURSION/INCURSIONS

Usually there is one excursion/incursion per term—maximum cost \$22. These costs are to be paid through the classroom's money book. The classroom teacher keeps a record of each child's payment, then forwards the money book and money to the office for receipting and banking daily.

### IMMUNISATION RECORDS

Immunisation records need to be photocopied on enrolment of a student. This is a Department of Health requirement.

### STUDENT TRANSFERS

If your child/ren are transferring from another school during the year, please give the school several days notice to enable the teacher to compile the necessary records and gather work material.

If you have any queries or questions, the office staff will be happy to help you in any way they can.  
**The School Office can be contacted on 9399 3255**  
**during the School Office Hours**



## SCHOOL OFFICE INFORMATION



**School Office Opening Hours**  
**Monday—Friday**  
**8.00am to 4.00pm**

### PARENT & TEACHER CONTACT

*Parents are always welcome at Challis Community Primary School*

Regular visits to teachers to discuss general progress are recommended. However, teachers can not always talk with parents personally or by telephone during school hours so you are requested to arrange an interview. Teachers will make contact with parents if they have any particular concerns and it is anticipated that parents will do the same.

*Meeting times out of normal school hours can be arranged on request.*

### SCHOOL ASSEMBLY

Every second Wednesday classes hosts the School Assembly. The assembly starts promptly at 2.00 p.m.. Please see the School Newsletter for assembly dates.

### COMMUNICATION NEWSLETTERS

Challis Community Primary School has a paperless newsletter. Newsletters are continually updated and can be viewed from the Sponsor-ed app. Click on **Newsletters** then scroll down past '**Quick Links**' until you come to '**Recent News**'. You can also reach our website and school calendar from the icons at the bottom of the screen.

### COMMUNICATION ALERTS AND REMINDERS



We're very pleased to inform you that our school has implemented a phone app called **Updat-ed** that will make connecting with you so much more convenient.

To download the app just visit the App Store for iPhones or Google Play for Android's. Search for **Updat-ed** and from the menu select our school. We'll receive your registration request and will need to approve you before your app is up and running.

The app's great for sending out alerts and reminders with one of its best features being the ability to save events directly into your phone's calendar.

If you are experiencing difficulty with your app please take a look at our [Trouble Shooting Guide](#). This guide can be found on the sponsor-ed website: [www.sponsor-ed.com.au](http://www.sponsor-ed.com.au) under SUPPORT.



## VOLUNTARY CONTRIBUTIONS

The Challis Schools Board has endorsed contributions of \$40.00 per child. This may be paid in full or in part each term throughout the year.

The payment of voluntary contributions allows the school to purchase items that the students' need.

*This is the 2018 Voluntary Contributions List. The updated 2019 list will be available late 2018. Pricing for 2019 will be similar*

### SCALE OF VOLUNTARY CONTRIBUTIONS AND CHARGES 2018

Challis Community Primary School, in agreement with the surrounding schools and endorsed by the School Board has set a contribution scale of \$40.00 per child.

2018	Kindy	Pre Primary	Years 1 & 2	Years 3 To 5	Year 6
Term 1	\$10 voluntary contributions \$25 incursion/excursion	\$10 voluntary contribution \$25 incursion/excursion	\$10 voluntary Contribution \$25 incursion/excursion	\$10 voluntary Contribution \$25 incursion/excursion \$15 bus transport – per sport event \$300 PEAC for whole year	\$10 voluntary contribution \$25 incursion/excursion \$15 bus transport – Per sport event \$300 PEAC for whole year Yr 6 Leavers Shirts \$35.00
Term 2	\$10 voluntary contributions \$25 incursion/excursion	\$10 voluntary contribution \$25 incursion/excursion	\$10 voluntary Contribution \$25 incursion/excursion	\$10 voluntary contribution \$25 incursion/excursion \$15 bus transport – Per sport event	\$10 voluntary contribution \$25 incursion/excursion \$15 bus transport – Per sport event \$350 Year 6 Camp – some fundraising may be carried out throughout the year – facilities available to commence payment as early as February.
Term 3	\$10 voluntary contributions \$25 incursion/excursion	\$10 voluntary contribution \$60 swimming	\$10 voluntary contribution \$60 swimming	\$10 voluntary contribution \$15 bus transport – sport \$60 swimming	\$10 voluntary contribution \$15 bus transport-per sport event \$60 swimming
Term 4	\$10 voluntary contributions \$25 incursion/excursion	\$10 voluntary contribution \$25 incursion/excursion	\$10.00 voluntary contribution \$25 incursion/excursion	\$10 voluntary contribution \$25 incursion/excursion \$15 bus transport – Per sport event	\$10 voluntary contribution \$25 incursion/excursion \$30 Year 6 graduation \$15 bus transport – Per sport event

#### PERSONAL REQUIREMENTS LIST

As in the past, parents will be asked to purchase personal items to enable their child to function at school. Items such as pens, pencils rulers etc. fall into this category. The school offers a service for ordering to enable parents to purchase these items. While contributions are voluntary the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost of supplementing funding gained from other sources, including the State and Commonwealth Governments. In the past when contributions have not been paid we have had to reduce the funding to some areas of the school.

Challis P&C organise some fundraising events during each year that you may choose to take part in. They also arrange student school photographs for you to order if you wish.

S:\Admin\Sharon\Administration\Staff\400 Financial Management\405 Fees & Charges\Scale of Vol Contributions 2018.docx

**2019 Contributions, Charges and Fees** for students selected into the **PEAC program**  
PEAC CHARGES for Year 5 and 6 students, if selected, will be no more than \$300 for the year.  
(Cost depends on courses selected which range from \$15 to \$110).

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## INFORMATION FOR KINDERGARTEN PARENTS

Please refer to your individual notes regarding your child's attendance in the first two weeks of school.

### KINDERGARTEN ATTENDANCE TIMES

<b>'A' Groups</b>	Monday	8.50am-3.00pm
	Tuesday	8.50am-2.30pm
	Wednesday (alternate weeks)	8.50am-3.00pm
<b>'B' Groups</b>	Wednesday (alternate weeks)	8.50am-3.00pm
	Thursday	8.50am-3.00pm
	Friday	8.50am-3.00pm

\* Classroom doors open at 8.30am \*

**Please note: Early close EVERY TUESDAY - 2.30pm**

**Even with the early closure,  
children attend for the required time  
as stipulated by the Department of Education.**



### PARENT/CARER ROSTER

Mothers, Fathers or other family members are encouraged to spend a session in the class with their child. It is a good way of getting to know about how the classes programme operates and what your child is learning about and provides a helpful pair of hands.

A roster will be displayed outside your child's classroom. You will be able to select a day to come into the classroom. Please make sure you are present on your rostered day.

*If for any reason you are unable to attend, teachers would appreciate an early phone call to the school to enable alternative arrangements to be made in time. Tel: 9399 3255 (Office)*



## HEALTH & MEDICAL POLICIES

### MEDICATION POLICY



For staff to administer medication to children whilst at school, it is policy that parents first complete a form (available at the school office). One copy is then given to the class teacher and a second is kept on file at the office. This is a Department of Education Policy requirement and must be complied with. All medication is to be handed to the classroom teacher.

**No self administration is allowed.**

Challis is an Asthma friendly school. Parents of children who experience asthma need to complete a Student Asthma Record form.

### EXTENDED MEDICATION ADMINISTRATION

If your child is on extended medication it is necessary to complete a medical form and also supply one from your doctor. This medication is administered by a Deputy, Principal or authorised teacher.

### CHILDREN WHO BECOME SICK AT SCHOOL

If your child becomes ill at school they notify their teacher. If the class teacher feels it is necessary to contact home, they send the student to the office with written notification. The parents or emergency contact will then be contacted. Office staff do not issue medication.



### HEADLICE



Please continue to check your child's hair regularly. Head lice consistently occurs in all year levels. Outbreaks must be treated correctly and all eggs removed. The school will notify parents of the occurrence of head lice. Treatment is the responsibility of the parents.

### SUN PROTECTION POLICY



A 'No Hat, No Play' policy is enforced at Challis. Parents can assist us by reinforcing the need for protection from the sun ensuring that children bring broad-brimmed, bucket or legionnaire hat to school every day.