



Challis Community Primary School

Parent Information Book



2021





Challis Community Primary School

40 Braemore Street
ARMADALE
Tel: 9391 4100
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

PO Box 63
SOUTH FREMANTLE WA 6162
Tel: 9336 9563

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 4100
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

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 Music, Science, 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, 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

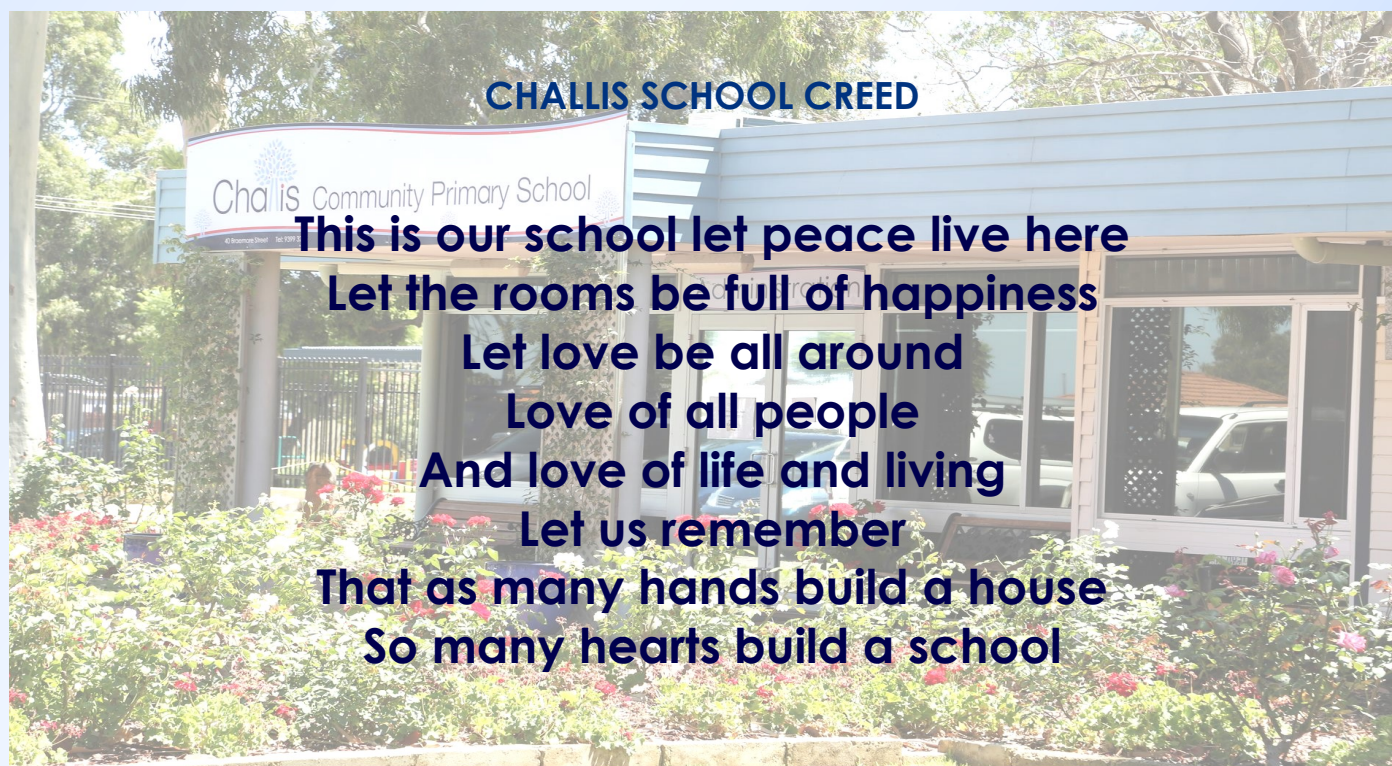
Challis is the first Primary School to host the Girls Academy.

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.



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.



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 Six.
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.



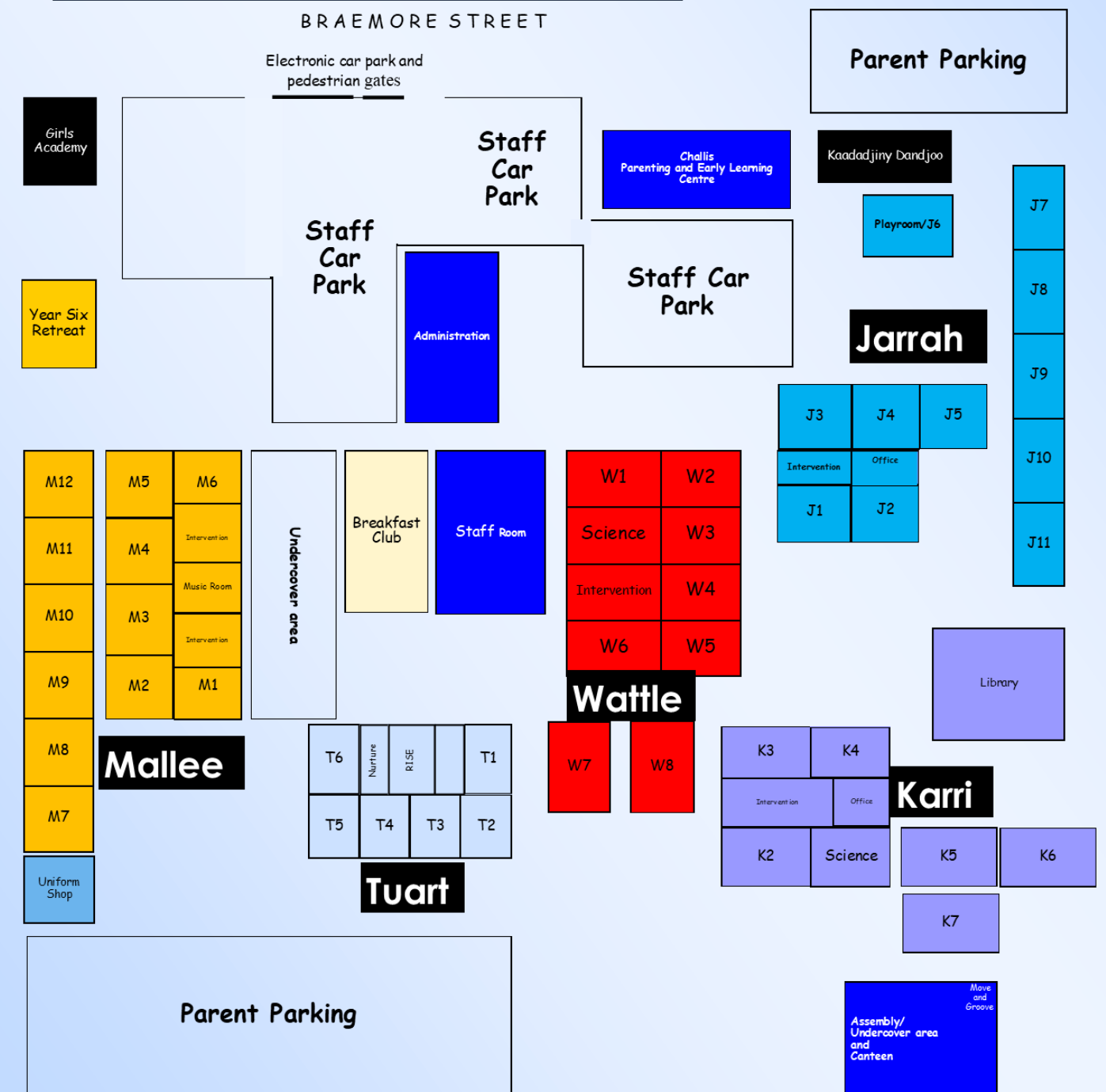
	RESPECT Polite, Courteous, Manners	RESPONSIBILITY Sensible, Accountable, Careful	SAFETY Look out for ourselves, Look out for others	EXCELLENCE Do your best, Aspire to do better
The Challis Way	<ul style="list-style-type: none">We show respect to everyoneWe follow instructions the first timeWe use whole body listeningWe use good manners and greet people politelyWe use appropriate language, voice and toneWe wait for our turn	<ul style="list-style-type: none">We wear our school uniform with prideWe take responsibility for our own behaviourWe treat the property of others with respectWe ensure our actions have a positive impact on othersWe speak kindly to and about others	<ul style="list-style-type: none">We help others in needWe stay in our allocated groups and areasWe are aware of our surroundingsWe act responsibly on the busWe keep our hands and feet to ourselves	<ul style="list-style-type: none">We always try our bestWe are good role models to othersWe take pride in our work and our abilitiesWe are willing to participate in all activitiesWe are in the right place at the right time, ready to learn
Learning Areas	<ul style="list-style-type: none">We use everyone's property and equipment appropriatelyWe support everyone's right to learnWe line up quickly and quietly, ready for learning	<ul style="list-style-type: none">We start work when askedWe ask teachers for helpWe work co-operatively with othersWe have our equipment ready	<ul style="list-style-type: none">We walk insideWe ask permission to leaveWe interact with others safely and sensibly	<ul style="list-style-type: none">We set learning goals and strive to achieve themWe complete all tasks to the best of our abilityWe aim to improve our personal best
Play Areas	<ul style="list-style-type: none">We respect school propertyWe use equipment appropriately and for its purposeWe cooperate with others and include everyone	<ul style="list-style-type: none">We play in our own areasWe return to class promptly after breaks and are ready to learn	<ul style="list-style-type: none">We report safety issues to the duty teacherWe use equipment appropriatelyWe are sun smart	<ul style="list-style-type: none">We display good sportsmanship
School Grounds & Buildings	<ul style="list-style-type: none">We walk around school areas calmly, quietly and sensiblyWe look after the school gardensWe respect school property	<ul style="list-style-type: none">We put rubbish in the correct binWe stay in the correct boundaryWe walk our bikes and scooters in and out of the school groundsWe use drink fountains appropriatelyWe clean up after ourselves	<ul style="list-style-type: none">We walk on pathwaysWe follow instructions the first timeWe line up in an orderly fashion	<ul style="list-style-type: none">We leave our school grounds looking presentable
Assembly	<ul style="list-style-type: none">We show good manners to all guests, speakers and performersWe celebrate the achievements of our peers	<ul style="list-style-type: none">We use whole body listeningWe enter and exit the assembly quietly, calmly and sensibly	<ul style="list-style-type: none">We move in an orderly manner	<ul style="list-style-type: none">We sing the National Anthem and say the Challis creed
Toilets	<ul style="list-style-type: none">We ask permission to go to the toiletWe use the correct toilet area	<ul style="list-style-type: none">We walk quickly and directly to and from the toiletWe keep toilets, sinks and floor clear of messWe use the toilet at 8.30 and at break times	<ul style="list-style-type: none">We always wash our handsWe flush the toiletWe eat food away from the toilets	<ul style="list-style-type: none">We use facilities for the intended purposeWe wait our turn

School Map



SECURITY

School gates are locked between the hours of 9.00 and 2.55 (2.25 on Tuesday) for Security reasons. Access to the school is from the main gate on Braemore Street and access will be available for Pre-K (Subject to changes)



AFTER SCHOOL ACTIVITIES

Choir

The Challis Community Primary School Choirs are led by our Music Teachers. The choirs meet once a week to practice and perform various events throughout the year. Our Choir was so well attended in 2017 that the group was split into a Senior and Junior Choir.



The Fathering Project - Our Dad's Group

The creation of our Dad's Group gives Fathers and Father figures the opportunity to engage with their children in fun activities, whilst at the same time becoming part of a strong and supportive network with like-minded Fathers, developing their own parenting knowledge, making new friends for themselves and their children and building a stronger community at their school or organisation. We recognise that a primary male influence may not be present in a child's life. We also recognise some children's primary father-figure is not their biological father rather – a step-Dad, uncle, grandfather or someone otherwise connected with their family. We encourage anyone who sees themselves as a father-figure in any context to become involved in our Dad's group.

Homework Classes

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



ALWAYS Club



During the 2020 school year we were delighted to launch "The Always Club" which is a very special club that recognizes students who ALWAYS attend school, ALWAYS arrive on time, ALWAYS follow the Challis behaviours, ALWAYS do their best and can ALWAYS be relied on by the staff.

At each assembly, junior and senior, teachers are invited to nominate one student from their class who is suitable for The Always Club. This is not an award that will be shared around, not everyone will be included in this club. Children who are part of the club will be invited to participate in a fun activity with Mr McClements and Mrs Musumeci from 2pm-3pm on a specific day of the week.

SCHOOL TERMS & SCHOOL HOURS

2021 EDUCATION DEPARTMENT TERM DATES

Semester 1		Semester 2	
Term 1	Mon 1 February - Thu 1 April	Term 3	Mon 19 July - Fri 24 September
Break	Fri 2 April - Sun 18 April	Break	Sat 26 September - Sun 10 October
Term 2	Mon 19 April - Fri 2 July	Term 4	Mon 11 October - Thu 16 December
Break	Sat 3 July - Sun 18 July		

2021 SCHOOL DEVELOPMENT DAYS

	TBA

**All dates subject to change as Challis add their Professional Development Day Dates.*

SECURITY

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SCHOOL HOURS

Classroom Doors Open 8.30 am
School Siren 8.50 am

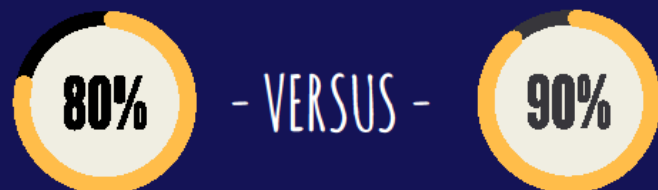
School closes **3.00 pm** Monday, Wednesday, Thursday, Friday.
2.30 pm Tuesday

BREAKS

Lunch 11.00 am - 11.30 am
Recess 1.30 pm - 1.50pm

Please note that although the bell rings at 8.50 am, we request all students arrive in class at 8.30 am
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

Pat, the cat, is
fat...

READ SIMPLE
SENTENCES

COUNT TO **100**

■ ● ▲ DESCRIBE 2D SHAPES

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

1 2 3

LEARN HOW TO SHARE

BEGIN FORMING FRIENDSHIPS



MUSIC PROGRAMME AT CHALLIS

Music at Challis was an area identified as needing improvement. Scientific evidence shows that children who play a musical instrument perform better academically and socially and the impact on the developing brain was at the forefront of Principal, Lee Musumeci's determination to improve this area.

With the support and vision of Artemis Media's ABC Documentary **"Don't Stop the Music"**, Dr Anita Collins, Guy Sebastian, James Morrison, Micheal McCarthy, Musica Viva, BeKids, The Department of Local Government, Sport and Cultural Industries, The Crown and Packer Family Foundations' and the generosity of members of the community we provide the opportunity for students in **Years 4, 5 & 6** to be part of our extended music program, Simply Strings providing tuition Violin, Guitar and Cello.

The Salvation Army's Just Brass programme have also committed their support to Challis with instruments and expert music tuition and we will continue to work in partnership with them to expand in the future. Just Brass provides tuition in Euphonium, Trombone, Tenor Horn, Cornet/Trumpet and Baritone.

Simply Strings and Just Brass have a team of highly skilled music teachers providing weekly in-school tuition, instruments, equipment and the opportunity to join school bands and ensembles.

If your child is interested in joining these programs, please enquire at the office and one of the lovely office staff will provide you with an expression of interest form.



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 as follows:

Kindy and Pre-Primary in the Jarrah wet area

Years 1 and 2 in the library

Years 3-6 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
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.



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**
- **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**



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.



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.

CHALLIS ANGELS

Challis Angels, are an invaluable group, who meet once a week 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.



QUICKLINK DETAILS

Download this app to pay for all P & C purchases.

Uniforms, School lunches etc

How to get started

- QuickCliQ is free to set up and easy to use
- Register at www.quickcliq.com.au
- SIGN UP** and complete the registration form
- Receive a link via email to **ACTIVATE** your account before logging in
- ADD STUDENT** add your child's details, select their school and save to your account
- ADD CREDIT** to your online wallet before ordering
- Select **MEAL ORDER** and you're good to go

Want to know the best thing about QuickCliQ?

- It was designed by parents, for parents, so it's easy to use and incredibly intuitive
- One family one account - you will have one unique and secure login to manage all your children's orders, even if they attend different schools. QuickCliQ saves you time and gives you complete visibility over your family's needs.
- Tired of scrambling around for loose change every morning before your kids run off to school? With QuickCliQ, lunch money is a thing of the past.
- We're giving control back to you over your children's diets. By ordering their lunch ahead of time, you can ensure they are eating healthy and balanced meals.
- QuickCliQ was designed with mobile access in mind. Simply login to add credit and order all from the convenience of your smartphone or tablet.
- To top up your account you have three options: Direct Deposit / Credit Card / PayPal
 - Direct Deposit is free
 - The surcharge to add credit is 1.5%
 - The surcharge for PayPal is 3.8%
 - When placing an order there is a small booking fee per transaction per student.

Orders can be placed up to 28 days in advance. You can view your completed orders via the Active Orders or Transaction History tabs in your account.

Our Call Centre is here to assist your families with ordering online Call 1300 11 66 37

VOLUNTARY CONTRIBUTIONS

The Challis Schools Board has endorsed contributions of \$40.00 per child.

[Challis Community PS](#)

40 Braemore St
ARMADALE WA 6112
Tel: 93914100



ABN:18892851269

2021 Charges & Voluntary Contributions Years K-6												
VOLUNTARY CONTRIBUTIONS		CHARGES – Extra Cost Options <u>Estimated maximum cost</u>									OTHER OPTIONAL COSTS / SERVICES	
Learning Area		ITEM	K	P	1	2	3	4	5	6		
The Arts	\$5.00										Leavers T Shirt	\$45.00
English	\$5.00	Interscholar and Multi Sport			\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	Leavers Hoodies	\$60.00
Mathematics	\$5.00	Choir			\$15.00	\$15.00	\$15.00	\$30.00	\$30.00	\$30.00		
Humanities and Social Sciences	\$5.00	Excursions and Incursions	\$100.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00		
Science	\$5.00	Yr 6 Camp								\$350.00		
Technology & Enterprise	\$5.00	Swimming		\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00		
Physical Education	\$5.00	Graduation								\$30.00		
LOTE	\$5.00	PEAC					\$300.00	\$300.00	\$300.00	\$300.00		
Subtotal Voluntary Contributions	\$40.00											
Subtotal Other Optional Costs/Services												
			\$ 100.00	\$ 135.00	\$ 195.00	\$ 195.00	\$ 495.00	\$ 510.00	\$ 510.00	\$ 890.00	Subtotal Other Optional Costs/Services	\$105.00

Charges- Extra Cost Options. Additional cost items such as camps/ incursions/excursion are **estimated maximum costs**.
Payment will be requested during the school year when costs and participation by students is confirmed.

PAYMENT

Please note that the level of Charges & Voluntary Contributions has been approved by the School Board

A range of payment options is available and may be negotiated with the school.

1. Preferred Option is the QKR on line APP
2. EFT, Credit Card Facilities available (Visa)
3. Cash

Personal Items – see Student booklists
These can be purchased from Campion for your convenience or any other supplier if you prefer.

Prime Maths, Think Mental and Spelling Mastery student workbooks will need to be purchased via the school office. These have been purchased in bulk by the school to assist in the reduction of costs. (Estimated maximum cost for combined workbooks \$70 per child)

Prime Maths, Think Mental and Spelling Mastery are all major programs running at Challis.

All students are required to have these workbooks.

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.

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 and our QKR app for online payments and permission forms.

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 \$25.00. Excursions can be paid to the classroom teacher, the school office or through our QKR app for online payments and permission notes.

IMMUNISATION RECORDS

Australian Childhood Immunisation History Statement (obtained from my.gov.au website) needs 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 9391 4100 during the School Office Hours



SCHOOL OFFICE INFORMATION

School Office Opening Hours
Monday-Friday 8.00 a.m. to 4.00 p.m.

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 host the School Assembly. Assembly starts promptly at 9.00 a.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 under support..



QKR APP FOR SCHOOL PAYMENTS AND PERMISSION SLIPS

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

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

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.

Getting started is easy - try it yourself today

Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name

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

* Classroom doors open at 8.30am *

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

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 a message via Seesaw to enable them to make alternative arrangements.





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 an Asthma management and Emergency Response Plan from and if available, the student Asthma Action Plan from your GP.

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.

PARKING AND ROAD SAFETY

A Kiss and Go area, 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.

